



SchoolCenter

an edline solution

Site Editor Manual

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Introduction

Welcome to the SchoolCenter manual. SchoolCenter is a powerful application that is easy to use for all skill levels. With Webtools, you do not need to understand HTML or FTP to create and maintain an interactive and dynamic website for your education community...you just need a little time, enthusiastic contributors, and imagination. Use SchoolCenter to bring together administrators, teachers, students, parents, and the community with the common goal of enriching the educational experience.

Contacting Us

SchoolCenter's staff looks forward to helping you as you build your online community. We offer several ways to get answers to your questions:

- Review the online documentation.
- Email [SchoolCenter Support](#) for a response within 24 hours.
- Access **Live Chat** to chat with a Customer Service Representative immediately.
- Call (888) 642-4448. Ask to speak with a Customer Support Representative.

General Contact Information

SchoolCenter, an Edline solution
1075 Reed Station Road
Carbondale, IL 62901
Fax: (618) 351-1996

About This Manual

SchoolCenter's online manual explains our software and the purpose of each feature in the software. It is a work in progress; look for updates and improvements as SchoolCenter's products evolve. If you have questions, comments, or ideas please let us know.



Browsers and operating systems affect how your software is displayed; the images and screenshots in this manual may differ from your software. Images have also been edited for content.

Take Note

Pay special attention to areas marked by large icons. These notes often contain tips, important information, and reminders pertaining to the software.



Side notes that may be beneficial to the user.



Special information and time savers users may find helpful.



Warnings about common user errors that typically cause the software to act erratically.

Software Hierarchy

Before creating your SchoolCenter web community, you must understand how district, school, and classroom sites are organized. With all the sites working together, you can create an environment where users easily locate and share information. The SchoolCenter hierarchy allows for district, school, teacher, and student / parent levels with a wide variety of access options for administrative personnel, teachers, teacher aides, students, parents, and the public.

District Website

The top of the SchoolCenter hierarchy is the District level. The District-level site often contains information about district activities, departments, functions, and personnel. Districts commonly use their sites to provide links to the Board of Education, School Board Members, Finance and Transportation departments, and meeting schedules. District sites also provide links to School-level sites. SchoolCenter software is unique because the tiered structure allows users to share information. For example, a district superintendent can send a message to every department, school, and classroom, through the use of SchoolCenter's sharing tools.

School Websites

School-level sites fall under District-level sites in the system hierarchy. Just as districts set parameters for the web community as a whole, school administrators set any additional policies, practices, and standards for their school website and for any teacher sites in their community. Schools usually adhere to the "tone" established by the district, but may create a unique "look" and "feel" for their site. Schools may allow teachers this same opportunity. At the School level, information focuses on activities, communication, departments, functions, and school personnel. School sites often provide links to micro-sites like Administrative departments, Classrooms, Clubs and Groups, Sports Zones, and Lunch Menus. A principal might design and use one of these micro-sites to communicate with parents; an athletic director may use a micro-site to communicate with athletes and to post a game calendar; a club sponsor might use a micro-site to schedule club meetings and show pictures of club events. School sites also provide links to Teacher- and sometimes Student-level sites.

Classroom Websites

Below the School level, you will find Classroom sites. The information presented here is for parents and students. For example, this is where parents and students can visit a classroom blog to read and join in the latest discussion on current class topics. Students can also find answers to frequently asked questions on a Questions and Answers page.

Class Projects/Online Projects

The Class Projects website is at the bottom of the hierarchy. This tool allows students to interactively participate in class activities and effectively communicate their understanding of such projects.

Conclusion

SchoolCenter software is designed so that an administrator can easily control the entire district site. That individual can then assign someone from each school to control their school's site. This control continues all the way down to the classroom sites where teachers can easily monitor the content and communication of their own classroom website. This format also allows site administrators to share the task of maintaining the communication flow. This hierarchal system provides safety checks should individuals change positions or locations within a district.

Your Role in SchoolCenter

To allow administrators to assign access and privileges efficiently, SchoolCenter provides User Groups, also known as access levels. There are 5 pre-set user groups/access levels in the system hierarchy. Each group/level offers users a specific, pre-determined set of permissions to accommodate their needs. People with similar roles: district administrators, school administrators, staff members, teachers, and students are generally assigned to the same user group. However, some users may be assigned additional access and privileges so they can perform unique tasks or take on additional duties. The purpose of this page is to make you aware that you have been assigned "a role" and that role determines where you can go and what you can do in the system. If you cannot access a particular part of the system or perform a particular task, you may not have the access and privileges necessary to do so. In this case, speak with your administrator about getting the access and privileges you need to perform the tasks assigned to you.



If you are an administrator, keep in mind that these roles are not consistent with the titles used in SchoolCenter for the pre-set user groups. As you work in the system, you will become familiar with the distinction between the SchoolCenter user groups and the access and privileges they afford users.

What is Your Role?

Site Administrator

District Administrator

Usually a single person like an IT Director, but duties may be distributed among several people.

- Sets up and maintain the district site.
- Sets parameters and standards for the entire system.
- Establishes overall system design
- Assigns special permissions and creates custom groups.
- Edits sites/pages and sets parameters for user access.
- Assigns special permissions and creates custom groups.
- Sets and maintains site preferences.

School Administrator

Usually a school IT person or administrative staff member, but teachers may also hold administrative access and privileges.

- Edits sites/pages and manages user access at the School level and below.
- Sets additional parameters and standards for the school site, within the standards set at district level.
- Sets site preferences at the school level.
- Sets up site design for the school site.
- Sets up and maintains the school site.
- Assigns special permissions and creates custom groups at school level.
- Edits sites/pages and manages user access for the school site.
- Assigns special permissions and creates custom groups.

Site Editor

Usually school staff members, teachers, and students, but may include parents and volunteers. All users sign into the system using a Login ID and password. Some users have editing privileges; others have view-only privileges.

- Can login using a LoginID and password.
- Can view sites/pages that are hidden from public view.
- May have access to edit sites/pages.
- May have access to manage access at the Classroom or Class Projects level.
- May have privileges to upload grades.

Accessing the System

To access any part of the site as a user, you must log in to the system. Logging in with a user ID and password identifies you and keeps the system secure. Most systems require you to log in any time you access the system and log out when you leave the system. SchoolCenter does provide a Remember Me option, that you can check to avoid logging in each time you access the system. However, if you share a computer this allows other people to log in using your account information.

Follow this path to start work:

1. URL field

To Access the System

1. Type your **URL/web address**. Add **/admin** to the end of the address. For example, if your district or school domain is www.schooldistrict.com, type www.schooldistrict.com/admin. If the domain is schooldistrict.st.schoolwebpages.com, enter schooldistrict.st.schoolwebpages.com/admin.
2. Type your **User ID** and **password** in the Log In box. If you are unsure of your User ID contact your system administrator.
3. Check the **Remember Me** check box for the system to automatically log you in the next time you access the page. If you are working on a shared computer, the system logs in the last user who checks the Remember Me check box. If you share a computer or work in a computer lab do not check this check box because this allows others to access the system using your User ID and password.
4. Click **Logon** to go to your **Start Page**. It is possible that your system takes you directly to your site's Home page or specific pages assigned to you.

Changing Your Password

Changing your password periodically increases security for your account and for the system as a whole. The User Editor (where you change passwords) monitors the strength of your password as you enter it. For optimal security make passwords at least 7 characters long, include a number, and use upper and lower case letters. Change your password as needed and fairly regularly to keep it secure.

Follow this path to start work:

1. Menu bar
2. Profile menu
3. Start Page

To Change Your Password

1. Select the **Start Page** option.
2. Look in the **My Account** section.
3. Click **Edit My Account Settings**. The User Editor opens.
4. On the **User Info** tab, type your desired password into the **New Password** field.
5. Type the exact same desired password in the **Confirm Password** field. Do not copy and paste the new password from one field to another.
6. Click **Done**.

Your password is now changed; be sure to use the new password the next time you login.

Setting Up Your Start Page

The Start Page acts as an organizer for your day and your work in SchoolCenter. Your Start Page belongs to you. Add the tools you need and arrange them in a way that is productive to your work. Remove them from your Start Page when they no longer suit your needs. The system automatically changes the site and page access links in the Site Access section of the Start Page when your access and responsibilities change. You update, add, and change the other tools on your Start Page as your preferences change.

Follow this path to start work:

1. Menu bar
2. Profile menu (right side of menubar-look for your name)

To Set Up Your Start Page

1. Click the **Profile menu** option. The Profile menu opens.
2. Select **Start Page Settings**. The Start Page Settings window opens. Options on this page allow you to select the tools included in your Start Page, and determine where they are positioned on the page.
3. Select one or more **check boxes** to select tools to include in your Start Page. Clear the check box for any option you want to remove from the Start Page.
4. Move options from one side of the page to the other by clicking the **arrow** next to the option. The option is immediately repositioned.
5. Click the **Sort** button below the list of items to move items up or down on the page. The Sort Links window opens.
6. Drag and drop items up or down in the list to reposition them on the Start Page. Click **Alphabetize** or **Reverse** to list the item on the Start Page in alphabetical or reverse alphabetical order.
7. Click **Done**.



Moving tools from one side of your Start Page to the other, and up or down on the page, allows you to put tools where you want them and to balance the page so more tools are visible on the screen.

Removing Options from Your Start Page

The Start Page acts as an organizer for your day and your work in SchoolCenter. Your Start Page belongs to you. Add the tools you need and arrange them in a way that is productive to your work. Remove them from your Start Page when they no longer suit your needs.

Follow this path to start work:

1. Menu bar
2. Profile menu (right side of menubar-look for your name)

To Remove Options from Your Start Page

1. Click the **Profile menu** option. The Profile menu opens.
2. Select **Start Page Settings**. The Start Page Settings window opens.
3. Clear one or more **check boxes** to remove tools from your Start Page.
4. You may need to reposition options left on the page to balance the page or to put items in a more desirable position. Move options from one side of the page to the other by clicking the **arrow** next to the option. The option is immediately repositioned.
5. Click the **Sort** button below the list of items to move items up or down on the page. The Sort Links window opens.
6. Drag and drop items up or down in the list to reposition them on the Start Page. Click **Alphabetize** or **Reverse** to list the item on the Start Page in alphabetical or reverse alphabetical order.
7. Click **Done**.

Using Options on Your Start Page

The Start Page acts as an organizer for your day and your work in SchoolCenter. Your Start Page belongs to you. Add the tools you need and arrange them in a way that is productive to your work. Remove them from your Start Page when they no longer suit your needs. The system automatically changes the site and page access links in the Site Access section of the Start Page when your assigned access level or permissions are changed. You update, add, and change the other tools on your Start Page as your preferences change.

Follow this path to start work:

1. Menu bar
2. Profile menu
3. Start Page

To Use Options on Your Start Page

You can add any of the following options to your start page and then use them.

1. Currently available tools are included on the page although the section may be minimized. Minimized sections are represented by a **gray header** with the Section Title on it. Click the icon on the gray header to the right to open the section.



If you do not see a tool on your Start Page, go to the **Profile menu** (menu bar), open the **Start Page Settings** option and add the tool.

Start Page Options

My Account

Shows your account information, and provides a link to change your account information

1. Click **My Account Settings** to change your account information. The User Settings option opens.
2. Change your password and/or other information in the tabs in the User Settings window.
3. Click **Done**.

Site Access

Shows a list of pages assigned to you and the type of access assigned (edit or view)

- Links to your assigned sites and pages are shown in the **Section/Page** column. Click a link to go to that site/page. If a site or page that you need to access is not shown here, contact your administrator.
- The type of access you have to each site and page is shown in the **Access Type** column.

Recently Visited Pages

Shows links to pages you have recently visited

1. To look at information on a recently visited site, click on the **plus** icon next to the site name.
2. Click the **page link** to return to the page.

Schedule for ...

Shows events you have scheduled for today

1. The **Schedule for ...** section shows an hourly schedule for the day and any events that are scheduled. Use the scroll options (top right of the section) to move forward or back through dates.
2. Click on any **event** to see specifics regarding the event.
3. Click **Schedule for ...** in the gray header to go to your scheduler.

Feed Reader

Shows any feeds you add to your pages

1. Click **Feed Reader** in the gray header to add or remove feeds from your Start Page. The Add Feed option opens.
2. Add the URL for a feed in the **Feed URL** field.
3. Select the maximum number of feeds to include in the **Feed Reader** section from the **Item Limit** drop-down menu.
4. Click **Done**.

Notes

Shows the summary title for notes entered in the Notes option

1. Click any note listed to see a full summary of the note.
2. Click **Notes** in the gray header to open My Notes where you can add notes or remove them. The My Note option opens.
3. Click **Add New Note** to enter new notes. Click **Edit**. The Edit Notes window opens; use it to change a note or delete it.
4. Select **Start Page** from the **Profile** menu to return to the Start Page.

Task List

Shows the date and title for tasks entered in the Tasks option

1. Click any task listed to open/view specifics about that task.
2. Click **Task List** in the gray header to open My Tasks where you can add tasks or remove them. The My Task List option opens.
3. Click **Add New**, choose a date using the **Calendar** and enter a task in the **Task** field.
4. Click **Save**.
5. Select **Start Page** from the **Profile** menu to return to the Start Page.

Documents

Shows the list of all documents (and other media files) added to you site

1. Click any document/media file to open or download a listed file.
2. Click the add new document link or click **Documents** in the gray header to open My Documents where you can add documents/files or remove them. The My Document List option opens.
3. Click **Add New Document**, then **Browse** for the file to upload, then click **Upload** to add the file to your Start Page.
4. Click **Save**.
5. Select **Start Page** from the **Profile** menu to return to the Start Page.

Favorite Sites

Shows the title of and link for sites you have designated as "favorite sites"

1. Click any site listed to open that site.
2. Click **Favorite Sites** in the gray header to open Favorite Sites where you can add sites you access often or want to keep or remove them. The Favorite Sites option opens.
3. Click **Add New Site**. Select a site type from the drop-down menu, then enter an name for the site and its URL.
4. Click **Done** to return to your Start Page.
5. Select **Edit** to change the site name or URL.
6. Select the **Delete** icon to remove it from the list.

Using Profile Menu Options

The Profile menu provides a variety of tools you can use to help organize your daily tasks and SchoolCenter responsibilities. You can access and use these tools individually from the Profile menu, or add any of the tools to your Start Page and have them available instantly. You can remove tools from your Start Page, but they remain available on the Profile menu.

Follow this path to start work:

1. Menu bar
2. Profile menu

To Use Options on Your Profile menu

You can access any of these tools directly from the Profile menu and then use them or add them to your Start Page for easy access.

1. When you start your computer, your default Home Page may be your SchoolCenter Profile menu. If not, click the **Profile menu** option. The Profile menu opens.
2. Available tools are included on the page although the section may be minimized. Minimized sections are represented by a **gray header** with the Section Title on it. Click the icon on the gray header to the right to open the section.



If the tools in your Profile menu vary slightly from those listed here, your district may have added tools specific to your system. If you need help with these tools, you can contact SchoolCenter to confirm these are/are not SchoolCenter tools and/or contact your administrator.

Profile Menu Options

Start Page

Allows you to view and use tools from the Profile menu in one convenient place.

- The **Start Page** is likely set up as your **Home Page**, but if not access it from the **Profile** menu.

Schedule

The Schedule allows you to schedule events by time, day, and date. If you add the Scheduler to your Start Page you see an hour-by-hour schedule for all events planned for the day.

1. Click the **Schedule** option.
2. Click **Add New** to add a new line in the scheduler to add the event.
3. Click the **Calendar** next to the event field to enter the event date.
4. Click the **Details** text box to enter details about the event.
5. Click **Done** to schedule the event.

Notes

The Notes provides a place for you to jot notes. If you add the Notes tool to your Start Page you have a notepad available to you on your desktop.

1. Click the **Note** option.
2. Click **Add New Note** to add a new line to add the note.
3. Click **Edit**. The Edit Note window opens.
4. Enter a title for the note in the **Title** field.
5. Click the **Note** text box to enter the note.
6. Click **Done** to save the note.

Task List

The Task List provides a place for you to enter tasks. If you add the Tasks tool to your Start Page you have a list of tasks with completion dates and the ability to check them off of your list.

1. Click the **Tasks** option. The My Task List option opens.
2. Click the **Add New** button. A new line appears in the task list to add the task.
3. Click the **Calendar** next to the date field to enter the completion date for the task.
4. Enter a title for the task in the **Task** field.
5. Click the green **plus** icon to enter specific information about the task. An Edit Note window opens. Enter any details and click **Done**. A **Note** icon appears next to tasks with details.
6. Click the arrow to select a category for the task from the **Category** drop-down menu.
7. Click **Save**.

Documents

The Documents provides a place for upload and save documents and other files. If you add the Document tool to your Start Page you have a list of documents you have uploaded.

1. Click the **Document** option.
2. Click **Add New Document**. The Document upload window opens.
3. Click **Browse** to search for the file to upload.
4. Click **Upload** to upload the file.
5. Click **Done** to save the file. The file is added to the list of documents (and files).
6. Click **Edit** to include information about the file. Click the **link in the Name Column** to see more about the file. Click the **icon in the size column** to view the file.

Favorite Sites

Provides a way to add and keep URLs for files you access often or want to keep. If you add Favorite Sites to your Start Page you have a list of the sites readily available.

1. Click the **Favorite Sites** option.
2. Click **Add New Site**. The Add URL upload window opens.
3. Select a file type from the **Select File** drop-down menu.
4. Enter a name for the file in the **Title** field.
5. Enter the file URL in the **URL** field
6. Click **Done**.

Feed Reader

Allows you to add feeds and keep feeds from sites you like. If you add the Feeds tool to your Start Page you have a list of feed summaries to review and links to the feed source.

1. Click **Add New Feed**. The Add Feed option opens.
2. Add the URL for a feed in the **Feed URL** field.
3. Select the maximum number of feeds to include in the **Feed Reader** section from the **Item Limit** drop-down menu.
4. Click **Done**.

Start Page Settings

Allows you to add and remove tools from your Start Page and rearrange where they are located on the page.

1. Click **Start Page Settings**. The Start Page Settings option opens.
2. Select check boxes to add tools to the start page. Clear check boxes to remove them.
3. Click the **arrow** next to any tool to move it to the other side of the Start Page.
4. Click **Sort**. The Sort window opens. Drag and drop tools up or down in the list of tools to position them on the Start Page.

If a tool is not selected, you do not need to move it from one side of the Start Page to the other, or up and down on in the Sort list to re-position it on the Start Page. It is not visible until you activate it by selecting the check box next to it.

5. Click **Done** to leave the Sort window.
6. Click **Done** to leave the Start Page Settings option.

Media Gallery

Allows you to access the SchoolCenter, Local, and Personal Media Galleries to look at files, add media, and do gallery maintenance.

1. Click **Media Gallery**. The Media Gallery option opens.
2. Click the **SchoolCenter**, **Local**, or **Personal** tab (top left sidebar) to open that Media Gallery. You can look at the files in any media gallery and search for or sort the images in it. You cannot add, delete, or change files in the SchoolCenter gallery and may be equally limited in the Local gallery (depending on your access level). The Personal gallery is your own and you can add, delete, or change any file in it.
3. Click **Search**, click one of the **alphabetical letters** to narrow the search list, or search through the **All tags** list to find a file or a type of file.
4. Click on any file in the media gallery, and options on the left sidebar become available. Add tags or a description to the file. These help when searching for a particular file when a media gallery has many files.
5. Click the **Add** to add a new media file to the gallery. The Add button is only available if you have privileges to add media to the gallery.

Log Off

Use to log off of the system.

1. Click **Log Off**. A log off confirmation window opens.
2. Click **OK** to log off. Click **Cancel** to return to the Start Page.

Accessing Your Sites and Pages

Your web community may be very large and include District-, School-, Classroom-, and Project-level websites. Your administrator assigns various types of access to users in the community, based on their role in the community and their need. Unless your access is very limited, you can view and edit sites assigned to you, or sites you create (and the pages that make up these sites). To edit your sites and pages, access them through your Start Page.

Follow this path to start work:

1. URL field
2. Log in
3. Start Page

To Access Your Sections and Pages from the Start Page

1. Log in. Logging in takes you to your **Start Page**. The **Site Access** area lists the sections and pages you can edit or view.
2. Click the name of a site, section, or page in the **Section/Page** column to go to that site or page.
 - If you do not see any sites or pages listed under Site Access, there are no pages assigned to you. Contact your district or school site administrator and request edit access for your site and pages.
 - If you see the grey Site Access banner only, the Site Access box is minimized. Click on the plus sign (right side of the banner) to see a list of all accessible sites and pages.

If more than one site, section, or page is listed in Site Access, you may want to organize them. To organize the sites and pages available to you:

Follow this path to start work:

1. Menu bar
2. User Profile option (look for your name)
3. Start Page Settings

To Organize the Sites and Pages Listed in the Start Page

1. Select **Start Page Settings** from the **User Profile** option. The Start Page Settings window opens.
2. Click the **small icon** to the left of **Site Access** option. The Sort Links window opens. This window shows all accessible sites and pages and allows you to sort them.
3. Drag and drop the sites and pages in the list to rearrange them.
4. Click **Done**.

Registering as a Visitor

Visitors may be allowed to register on a SchoolCenter site and log into specific pages. Pages that typically include visitor log in links include Calendars, Blogs, and Forums. If you do not register or if the site does not allow visitor access you will not find the link that allows access.

Follow this path to start work:

1. start on any page with a Visitor Login link

To Register and Create Your Visitor Account

1. Click the **Register A New Account** link. The Visitor Registration window opens.
2. Enter your first name in the **First Name** field.
3. Enter your last name in the **Last Name** field.
4. Enter your email address in the **Email Address** field.
5. Enter a login name in the **Login Name** field.
6. Enter your password in the **Password** field.
7. Confirm your password by entering it again in the **Confirm Password** field.
8. Enter the **CAPTCHA text** (shown in the colored area) in the **Text** box.
9. Click **Done**. The system shows your registration confirmation and sends an email to you with instructions on activating your visitor account.
10. Click the **active link** to return to the page.

Logging in as a Visitor

Visitors may be allowed to log into specific pages on a site after registering to do so. Pages that typically include visitor log in links include Calendars, Blogs, and Forums. If you do not register or if the site does not allow visitor access you will not find the link that allows access.

Follow this path to start work:

1. Page with a Visitor Login link

To Log In as a Visitor

1. Click the **Visitor Login** link on a page. The Visitor Login window opens.
2. Enter your Login information in the **Login** field.
3. Enter your password in the **Password** field.
4. Select **Remember Me** if you want your login information entered automatically when you login.
5. Click **Login**. The system logs you into the page.

Retrieving Forgotten Visitor Account Passwords

If you register as a visitor and forget your password, you can request the password be sent to your email address.

Follow this path to start work:

1. start on any page with a Visitor Login link

To Retrieve a Password

1. Click the **Visitor Login** link on a page. The Visitor Login window opens.
2. Click the **Lost Password?** link. The Lost Password window opens.
3. Enter the email address associated with your visitor account in the **Email Address** field.
4. Click **Done**. A confirmation message informs you **Your password has been emailed to you**.
5. Click **Close Window**. Go to your email to retrieve the password for your account.

Media Gallery Management

What is a Media Gallery?

SchoolCenter's Media Galleries provide places to store and retrieve graphics, photos, images, and video to enhance sites and pages. SchoolCenter created and maintains the SchoolCenter Gallery for your use; you cannot add image files to or delete image files from this gallery. However, depending on your edit access, you can add, delete, and adjust images in the user maintained galleries.

Ideally, images are added to a media gallery when you add them to a site or page; the Media Galleries become available as part of the add process. However, you can also access the galleries by selecting **Media Gallery** from your **Profile** menu.

There are three types of media galleries:

SchoolCenter Gallery

SchoolCenter's gallery of stock graphics and images. You cannot add to or delete images in this gallery.

Our Local Gallery

The gallery provided for districts or schools to consolidate and organize graphics, photos, images, and videos. Images in this gallery are available to all users with edit access.

Your Personal Gallery

The gallery provided to individual users to store and organize their own graphics, photos, images, and video. This gallery is only available to the user who creates it. To make images available to all users, upload them to **Our Local Gallery**, as well as, **Your Personal Gallery**.

Managing the Media Gallery

SchoolCenter's Media Galleries provide places to store and retrieve graphics, photos, images, and video to enhance sites and pages. SchoolCenter created and maintains the SchoolCenter Gallery which contains stock images for your use. You cannot add images to this gallery. However, depending on your edit access, you can add, delete, and adjust images in the user maintained galleries.

Ideally, Media Gallery management occurs (or should) when users add or use images from the Media Gallery. However, people forget to tag, size, and title images which makes using the gallery less efficient. Do some housekeeping in the user maintained media galleries to keep them in optimal shape.

Media Gallery Management Tools

Media Gallery maintenance isn't difficult. Adding images occurs naturally when people need images to enhance their pages. Leaving these images has advantages and disadvantages. The advantage of abandoned images: they remain available to other users. The disadvantage: there is little use for particular images and they clutter the Media Gallery window. Purging images from time to time reduces this clutter and deleting image files takes little time or effort. The only other maintenance needed is **tagging images for efficient retrieval** and **setting thumbsize and sorting options to organize images** in the window.

Add/Delete buttons

Use the **Add** button and the **Delete** button in the Media Gallery as primary management tools. Adding new images increases the images available to users and keep the content fresh. Deleting images keeps the gallery uncluttered and more efficient to use.

- [Click here to learn to add images to the Gallery.](#)
- [Click here to learn to delete images from a Gallery.](#)

Tags

Use **tags** to search for an image by its tags (various names used to describe the image). A tag is a term someone might use to find the picture. For example, a picture with a girl holding a flower might be tagged: hands, flower, girl, daisy, or springtime. When people enter any one of these terms the system retrieves this picture.

Finding an image using tags

1. Open a **Media Gallery**. Notice the list of tags in the left column.
2. To find an image, click a visible tag, search for an image by entering a specific tag in the **Search** field, or click one of the letters under **All Items** to pull images with tag names starting with that letter.
3. After selecting or entering a tag, thumbnails of the corresponding images appear.
4. Select an image, by clicking a **thumbnail**.

Adding/changing/deleting tags

Using tags to locate images is only effective if images are tagged with logical, specific, descriptive terms. Managing a Media Gallery effectively means tagging images when added to the gallery and tagging untagged images as a project or when users pull and use them. SchoolCenter manages the SchoolCenter Media Gallery and users cannot change it in anyway, including tagging images.

1. Open one of the user-maintained galleries: the **Our Local Gallery** or the **Your Personal Gallery**.
2. Select an image.
3. Enter tag names for the image in the **Tags** text box (left side of window). Use this text box to change or delete tags as well.
4. Click **Apply**. This adds (changes/deletes) the tag. A new tag immediately becomes available as a way to search for the image.

Thumbsize button

Use the **Thumbsize** button (top right of the window) to size the preview pictures shown in the Media Gallery window. The thumbsize selected applies to all images shown in the Media Gallery window and not to individual images. Anyone with access to the Media Gallery can change the thumbsize to see images better or to see more images in the window.

To size Media Gallery thumbnail images:

1. Click the **Thumbsize** button.
2. Select a **size for the thumbnail images** when shown in the Media Gallery window. The images immediately reflect the change. If the thumbnail images are too large or small, select a more suitable size.
3. The system retains the last thumbsize applied until a user changes it.

Sort button

Use the **Sort** button (top left of window) to change how the system arranges the thumbnail images in the window. Sort options include: alphabetical, dates added (old to new/new to old), and picture or file size.

To sort images in the Media Gallery:

1. Click the **Sort** button. The **Sort** drop-down menu opens.
2. Select an option from the **self-explanatory sort options**. The system immediately sort the images.
3. The system retains the last sort arrangement until a user changes it.

Browse button

Use the **Browse** button to look for images to add to the Media Gallery. The Upload New Media window opens to assist in your search and to upload the file. While uploading a media file, the system automatically provides the opportunity to edit the new image.

Manage button

Use the **Manage** button to manage the **Media Gallery** components.

Saving Images to Media Galleries

SchoolCenter offers a great stock media gallery full of graphics, pictures, and video to enhance your sites and pages. This media gallery is maintained by SchoolCenter and available to all users, however, users cannot add or delete media files from the SchoolCenter media gallery. The system also provides several Media Galleries where users collect, store, and organize their own images.

Your district or school probably has a makeshift media gallery already ...or enough material to start one. Add this material to **Our Local Gallery**, which allows everyone with editing privileges to access the files. Save graphics, photos, and video that you create or collect in **Your Personal Gallery** for your use alone.

To Add Files to a Media Gallery

SchoolCenter provides two ways to add files to a Media Gallery. Standard mode involves adding one file at a time, although you can add additional files without leaving the Add Links and Files window. Enhanced mode allows you to select and add multiple files at the same time if you have Java installed and enabled on your computer.

Follow this path to start work:

1. Go to any page, or a particular page, where you want to add the file.
2. Menu bar
3. Edit

To add media files to a Media Gallery one at a time

1. Go to any page where you have editing privileges. The page isn't important since you are using it to access the Upload New Media window to add a media file to the local or your personal gallery. If you want to add this image to a specific page, go to that page.
2. Click any **Content Box**. The Content Box and the **Edit** toolbar become active.
3. Click the **Insert/edit image** icon or the **Insert/edit embedded media** icon (to add various types of media files). The Insert/Edit window opens.
4. Click the **File** or **Image URL** icon (right of the URL address field). The Upload New Media window opens.
5. Select **Our Local Gallery** or **Your Personal Gallery**. That Media Gallery window opens.
6. Click the **Add** button. The Choose Mode window opens.
7. Choose **Standard Mode**.
8. Click **Select Upload Method**. A window opens for browsing through files.
9. Click **Browse** and locate a file to upload. Double-click the file to upload it. A window opens showing progress on the upload. Add more files using new the Browse fields that open as one file finishes uploading.
10. Click **Done**. A window opens to name the file.
11. Rename the file in **Title** field if desired.
12. Click **Add Tags/Comments**. The Add Tags/Description window opens.
13. Enter tags in the **Add tags for images ...** field. Tags identify a file as part of a searchable category. (For example tag a star image with "universe, galaxy, celestial"). Add as many tags as desired. Separate tags with commas.

14. Enter a description of the file in the **Add a description ...** field.
15. Click **Apply**. The attributes are applied to the file/image.
16. Click **Add to Site** to add the file/image to the Content Box where you started (you must work through the Edit Image process) or leave the Media Gallery.
17. Click the standard **Close** icon to close the Media Gallery and return to the page where you started.

To add a large number of files to a Media Gallery

You must have JAVA to use this option.

1. Go to any page where you have editing privileges. The page isn't important since you are using it to access the Upload New Media window to add a media file to the local or your personal gallery. If you want to add this image to a specific page, go to that page.
2. Click any **Content Box**. The Content Box and the **Edit** toolbar become active.
3. Click the **Insert/edit image** icon or the **Insert/edit embedded media** icon (to add various types of media files). The Insert/Edit window opens.
4. Click the **File** or **Image URL** icon (right of the URL address field). The Upload New Media window opens.
5. Select **Our Local Gallery** or **Your Personal Gallery**. That Media Gallery window opens.
6. Click the **Add** button. The Choose Mode window opens.
7. Choose **Enhanced Mode**.
8. Click the **Select Upload Method**. A window opens that allows you to drag and drop files you want to add to the Image Gallery.
9. Drag and drop as many files as you like.
10. Click **Done**. A window opens showing progress on the upload.
11. Click **Done**. A window opens to let you select files you want to name.
12. Select a file to name.
13. Name the files.
14. Click **Add Tags/Comments**. The Add Tags/Description window opens.
15. Enter tags in the **Add tags for images ...** field. Tags identify a file as part of a searchable category. (For example tag a star image with "universe, galaxy, celestial"). Add as many tags as desired. Separate tags with commas.
16. Enter a description of the file in the **Add a description ...** field.
17. Click **Apply**. The attributes are applied to the file/image.
18. Click **Add to Site** to add the file/image to the Content Box where you started (you must work through the Edit Image process) or leave the Media Gallery.
19. Click the standard **Close** icon to close the Media Gallery and return to the page where you started.

Deleting Files from Media Galleries

There are 3 media galleries in SchoolCenter to store images and other media to enhance your site.

- The **SchoolCenter Media Gallery** is maintained by SchoolCenter; users cannot add or delete media files from the SchoolCenter media gallery. The system also provides several Media Galleries where users collect, store, and organize their own images.
- **Our Local Gallery**, is used by districts and/or schools to store common files for use by the community. Users with the appropriate access can manage the files and images stored this gallery, which includes deleting files.
- Graphics, photos, audio, video, and other files that you create or collect are stored in **Your Personal Gallery**. Unless you grant users access, this gallery is for your use alone. You can add, delete, and alter the files in it.

Although files can be left in any of the Media Galleries, deleting unused files keeps the media gallery uncluttered and better organized.



If you delete a file that is included in the site from a Media Gallery, the file/image no longer appears.

To Delete Images/Files from a Media Gallery

Follow this path to start work:

1. Go to any page, or a particular page, where you want to delete the file.
2. Menu bar
3. Edit

To Delete Images from the Media Gallery:

1. Go to any page where you have editing privileges. The page isn't important since you are using it to access the Upload New Media window to add a media file to the local or your personal gallery. If you want to add this image to a specific page, go to that page.
2. Click any **Content Box**. The Content Box and the **Edit** toolbar become active.
3. Click the **Insert/edit image** icon or the **Insert/edit embedded media** icon (to add various types of media files). The Insert/Edit window opens.
4. Click the **File** or **Image URL** icon (right of the URL address field). The Upload New Media window opens.
5. Select **Our Local Gallery** or **Your Personal Gallery**. That Media Gallery window opens.
6. Click the **Manage** button (left of the image/media files in the sidebar). A confirmation window opens.
7. Click the image/file in the thumbnail display area.
8. Click **Delete** to delete the file. The file is removed from the gallery immediately.
9. To delete more files, repeat the process.
10. Click the standard **Close** icon to close the Media Gallery and return to the page where you started.

Page Content Editing (General Editing)

Accessing Edit Options

If you have editing privileges, and you are in a page where you have general access, you will see the Edit option on the menu bar. Clicking the Edit option toggles you in and out of Edit mode. When you are in Edit mode, the toolbar becomes active. The toolbar provides options to add sites and pages (or delete them), change page settings, access the navigation editor, and perform other tasks. If you activate a Content Box while in a page, a toolbar with editing tools replaces the general toolbar. This toolbar allows you to edit text or images in the box.

Follow this path to start work:

1. Page where you have edit access
2. Menu bar
3. Edit

To Access Edit Options

1. Click **Edit**. The toolbar becomes active (beneath the menu bar).
2. Options on the toolbar vary depending on the section or page you start on. Use the available options to access tools to add or delete sites and pages, change page settings, access the navigation editor, and perform other tasks.
3. If you activate a **Content Box** on a page, the **Edit** toolbar replaces the general toolbar. The Edit toolbar contains tools to edit page content. These are common tools for adding content and editing text and images.
4. If you don't see an editing option, click the **More** arrow to expand the toolbar.
5. When you close the content box, the Edit tool bar reverts back to the general toolbar.

Activating Edit Mode

If you have editing privileges, and you are in a page where you have general access, you will see the Edit option on the menu bar. Clicking the Edit option toggles you in and out of Edit mode. When you are in Edit mode, the toolbar becomes active. The toolbar provides options to add sites and pages (or delete them), change page settings, access the navigation editor, and perform other tasks. If you activate a Content Box while in a page, a toolbar with editing tools replaces the general toolbar. This toolbar allows you to edit text or images in the box.

Follow this path to start work:

1. start on any page where you have edit access
2. Menu bar
3. Edit
4. Toolbar

To Activate Edit Mode

1. Click **Edit**. The toolbar becomes active (beneath the menu bar).
2. Options on the toolbar vary depending on the section or page you start on. Use the available options to access tools to add sites and pages (or delete them), change page settings, access the navigation editor, and perform other tasks.
3. If you activate a **Content Box** on a page, the **Edit** toolbar replaces the general toolbar. The Edit toolbar contains tools to edit page content. These are common tools for adding content and editing text and images.
4. If you don't see an editing option, click the **More arrow** to expand the toolbar.
5. When you close the content box, the Edit tool bar reverts back to the general toolbar.

Accessing Toolbar Options

If you have editing privileges, and you are in a page where you have general access, you will see the Edit option on the menu bar. Clicking the Edit option toggles you in and out of Edit mode. When you are in Edit mode, the toolbar becomes active. The toolbar provides options to add sites and pages (or delete them), change page settings, access the navigation editor, and perform other tasks. If you activate a Content Box while in a page, a toolbar with editing tools replaces the general toolbar. This toolbar allows you to edit text or images in the box.

Follow this path to start work:

1. Page where you have edit access
2. Menu bar
3. Edit
4. Toolbar

To Access Toolbar Options

1. Click **Edit**. The toolbar becomes active (beneath the menu bar).
2. Options on the toolbar vary depending on the section or page you start on. Use the available options to access tools to add sites and pages (or delete them), change page settings, access the navigation editor, and perform other tasks.
3. If you activate a **Content Box** on a page, the **Edit** toolbar replaces the general toolbar. The Edit toolbar contains tools to edit page content. These are common tools for adding content and editing text and images.
4. If you don't see an editing option, click the **More arrow** to expand the toolbar.
5. When you close the content box, the Edit tool bar reverts back to the general toolbar.

Activating Edit Mode

On the top of every page (right of the SchoolCenter logo) is the blue **menu bar**. These options remain available regardless of where you are in the system and are those used to access groups of functional features, make choices, changes settings, and access online help (and other help options).

To Activate Edit Mode

1. Click **Edit**. The toolbar becomes active (beneath the menu bar).
2. Options on the toolbar vary depending on the section or page you start on. Use the available options to access tools to add sites and pages (or delete them), change page settings, access the navigation editor, and perform other tasks.
3. If you activate a **Content Box** on a page, the **Edit** toolbar replaces the general toolbar. The Edit toolbar contains tools to edit page content. These are common tools for adding content and editing text and images.
4. If you don't see an editing option, click the **More arrow** to expand the toolbar.
5. When you close the content box, the Edit tool bar reverts back to the general toolbar.

Adding Pages

Users who have edit access can add pages to, delete pages from, and edit pages in a site. SchoolCenter provides a large assortment of ready-made pages that are set up for particular uses and include totally functional features. This makes it easy to add interesting and useful pages to a site. A limited number of pages can only be added by certain user levels or positioned in specific places in the community hierarchy. Although you may have seen these pages, and even added them to a site, you will not find them in the Add a Page window if they are unavailable to you or at the level in which you are working. Add pages when and as need to enhance and enrich your site.

Follow this path to start work:

1. Menu bar
2. Site Map (choose a site / section for the new page)
3. Toolbar
4. New Page

To Add a Page

1. Select **New Page**. The Add a New Page window opens.
2. Select a page from the list.
3. Click **Add Page**. The Page Settings window opens.
4. Click the tabs at the top of the window to enter the page title, functionality, design, and layout choices, as well as, searchable meta tags.
5. Click **Page Design**, to access SchoolCenter's advanced page design options. Adjust the page design if desired and if you have access privileges.
6. Click **Done** to save the new page.



Section Lists are unique pages that do one thing: allow you to organize lists of similar sites and pages for easy navigation and access. Unlike other pages, the Add a Page window only shows Section List pages when available. Various system levels accommodate specific Section Lists. Furthermore, you cannot add a duplicate Section List. For example, once the Schools Section List is established on the District site, you cannot add another Schools Section List.

Copying Pages

Copying a page allows you to incorporate the content, functionality, and style on to another page so long as the pages are the same type. For example you can copy an Album page and place it in another Album page. This can be a huge time saver, especially if you find you are using the same information from year to year. Copy pages when you need to save time or want to maintain consistency in the site.

Follow this path to start work:

1. Start on the page
2. Menu bar
3. Edit
4. Toolbar
5. Copy Page

To Copy a Page

First ...copy a page

1. Click **Copy Page**. A confirmation window opens.
2. Click **OK** to copy the page into the copy buffer.



If you have copied a similar page recently, and click OK, the system will overwrite the previous file.

Paste the page in to another page of the same page type

1. Find and open a page to paste the page stored in the page buffer. Remember, the selected page and the copied page must be the same page type. If the pages are alike and you can paste the stored page into the open page, the **Paste Page** option appears on the toolbar.
2. Select **Paste Page**. A confirmation window opens.
3. Click **OK** to paste the page in the page buffer into the open page.
4. The open page changes immediately, reflecting the copied functionality, options, content, and style.



Pasting a page overwrites any existing information in the destination page. This override cannot be undone.

Moving Pages

Occasionally you need to **move a page** from one section to another. For instance, if a page is created within a Classroom section, but is better suited for use by the entire school, you may decide to move the page to the school level.

Follow this path to start work:

1. Start on the page
2. Menu bar
3. Edit
4. Toolbar
5. Page Settings
6. Move a Page page opens
7. Details tab

To Move a Page

First ...cut the page from its current location

1. Click the **Details** tabs at the top of the window. The Details tab opens.
2. Click **Move this page to another section** at the bottom of the tab. The page is saved in the **Move Buffer**.

Paste the page to its new location

1. Go to the Home page in the section where you want to relocate the page.
2. Select **Page Settings** from the toolbar. The Page Settings window opens.
3. Click the **Details** tab.
4. Click the **Move [name of page] here.** link at the bottom of the tab. A confirmation window opens.
5. Click **OK**. The page is moved to the new site/section.



Pages can only be moved into sites at your hierarchical level or below. A user with additional access can move a page to a site above your level in the system.

Renaming Pages

There are instances where you need to rename a page. For example, the generic SchoolCenter page name may not exactly be what you have in mind for your site or the content and focus of the page you originally created changes over time. Rename pages when and as needed to update your site, to use the content in a different way or for a different reason, or to clarify the content of a page to make things easier to find.

Follow this path to start work:

1. Menu bar
2. Edit
3. Toolbar
4. Page Settings

To Rename a Page

1. Choose **Page Settings**. The Page Settings window opens.
2. Click or stay on the **General** tab.
3. Enter a new title in the **Page Title** field.
4. Click **Done** to save the changes. You are on the page you just renamed.

Deleting Pages

If you have edit access, you can delete pages from a site. However, you cannot delete pages above your level in the system hierarchy, nor can you delete pages you do not manage, share responsibility for, or "own". There are two ways to delete pages: from the Edit menu or from Page Settings. Delete pages when and as need to remove clutter and outdated material from the site.

To Delete a Page Using the Edit Menu

Follow this path to start work:

1. Start on the page
2. Menu bar
3. Edit
4. Toolbar
5. Delete Page

To Delete a Page Using the Edit Menu

1. Select **Delete Page**. A confirmation window opens.
2. Click **OK** to delete the page. Click **Cancel** to close the window and cancel the delete process.
3. The system deletes the page and takes you to the **Home** page for that section.

To Delete a Page from Page Settings

Follow this path to start work:

1. Start on the page
2. Menu bar
3. Edit
4. Toolbar
5. Page Settings

To Delete a Page from Page Settings

1. Select **Page Settings**. The Page Settings window opens.
2. Click **Delete** (left bottom). A confirmation window opens.
3. Click **OK** to delete the page. Click **Cancel** to close the window and cancel the delete process.
4. The system deletes the page and takes you to the **Home** page for that section.



If you accidentally delete a page, the system administrator or a SchoolCenter Support Representative can restore the deleted page. Deleted content (text or images within a page) cannot be restored.

Changing Page Settings

SchoolCenter allows you to make many practical, functional, and design changes to pages. Use the Page Settings features and tools to change page titles, to add page options like the hit counter and translator, to determine whether the page allows public access, and to add searchable Meta tags. Although the Page Settings tabs provide no options to adjust page design, every **Page Settings** tab includes a **Page Design** button that opens SchoolCenter's Design feature. Change page settings when and as need to change the functionality of or to add features to a page.

Follow this path to start work:

1. Start on the page
2. Menu bar
3. Edit
4. Toolbar
5. Page Settings

To Change Page Settings

1. Select **Page Settings**. The Page Settings window opens.
2. Click the tabs at the top of the window to change the page name, add functionality, enhance design and layout choices, add attach searchable meta tags.
3. Click the **Page Design button** to access SchoolCenter's advanced page design options and adjust the page design, if desired.
4. Click **Done**. You return to the page you just changed.



Different page types contain different features. Therefore, the options on the Page Settings tabs change depending on the type of page you have open and are trying to change. To see instructions for using specific Page Setting options, locate and review Changing / Applying Page Settings or the information provided for the type of page you are changing.

Page Setting Options

All pages have customizable page settings to enhance the presentation and functionality of the pages in your website. These options are found in the Page Setting window. The Page Setting window opens whenever you add a new page or may be accessed from the menu bar to make changes to existing pages. The Page Settings window always contains the General, Details and Meta tabs and an assortment of options that remain constant. However, because the different page types available in SchoolCenter all contain unique functionality and features that need to be set and adjusted, the options in the Page Settings window change.

1. Start on the page
2. Menu bar
3. Edit
4. Toolbar

To Change Specific Page Setting Options

1. Select **Page Settings**. The Page Settings window opens.
2. Click the tabs at the top of the window to change the page name, add functionality, enhance design and layout choices, add attach searchable meta tags.
3. Click the **Page Design button** to access SchoolCenter's advanced page design options and adjust the page design, if desired.
4. Click **Done**. You return to the page you just changed.

Page Setting Tabs and Features

General Tab

The General tab contains these common features on all pages:

Page Type option

Shows the page type for the open page.

Page Title option

Shows the current title of the open page, and allows you to change the title of the page.

Subdirectory option

Enter a subdirectory or "nickname" for the page so visitors can enter this name instead of the entire URL for the page.

Password protect this page in View mode

Check to require visitors to enter a user name and password to access the open page.

Show hit counter

Check to place a hit counter on the open page. An additional option appears allowing you to set the hit counter to a specific number.

Other options on this tab change according to the page type of the open page. For more information about unique page settings that appear on the General tab review a particular page type.

Details tab

The Details tab contains these common features on all pages:

Allow more than one (1) Add picture and text

Check to add multiple Content Boxes to your page.

Use newsletter style scrapbook instead of Add Picture and Text

Available only when you select **Allow more than one (1) Add picture and text**. Check to change edit fields in the open page to Newsletter style and allow advanced editing and display options.

Allow public to subscribe to this page

Check to add a field where visitors can enter an email address to be notified when the page is updated.

Show Babel Fish language translation box

Check to add a Babel Fish translator at the bottom of the open page. This feature gives visitors the option to view the site in eight different languages.

Hide link in navigation

Check to keep the open page URL from appearing in the set of links unless users are in Edit Mode.

Deny public access

Check to hide the link to this page, and protect it from users without edit access.

Make this page the homepage

Check to allow users to make the open page the site Home page for the site.

Move this page to another section

Use this option to Moving a Page | move a page to another section.

Meta tab

The Meta tab allows you to add keywords and a description of your site or page for Internet search engines.

Allow more than one (1) Add picture and text

Check to add multiple Content Boxes to your page.

Page Keywords Field

Type key words in this field so search engines can find this page. Enter as many descriptive words as possible, including common misspellings of words similar to your meta tags. Separate words or groups of words with commas.

Page Description Field

Enter a description of the contents of the page. This description will be viewed in search engines.

Buttons

Page Design button

Click to access Design features and tools

Delete button

Click to delete the page.

Done

Click to save the page settings and return to the page.

Cancel button

Click to cancel the settings you just made and return to the page with the settings as they were.

Adding Content Boxes to Pages

SchoolCenter pages allows you to add and edit content (or cut and paste content from any source) in **Content Boxes**. Regardless of what needs to be added to, edited in, or deleted from your site or page, you start by adding or opening an existing content box. New sites and pages have a single content box, but you can add content boxes as you set up the page or whenever you want to add new content.

To Add a Content Box to a Site or Page

Follow this path to start work:

1. start on the site or page
2. Menu bar
3. Edit
4. Toolbar
5. New Content Box

To Add a Content Box to a Site or Page

1. Click the **New Content Box** option. A new content box opens in the page.
2. The content box is open and ready to accept content.

Re-arranging Content Boxes on Pages

SchoolCenter pages allows you to re-arrange (sort) **Content Boxes** on the page. This does not change or images in the content boxes in any way. You can re-arrange content boxes as you add them to the page or whenever the page needs a new look.

To Add a Content Box to a Site or Page

Follow this path to start work:

1. start on the site or page
2. Menu bar
3. Edit
4. Toolbar
5. Sort Content Boxes

To Add a Content Box to a Site or Page

1. Click the **Sort Content Boxes** option. **Sort Order** fields open just above each content box. The Sort Order fields are numbered to show the order in which they are currently arranged on the page.
2. Enter a number in the **Sort Order** field above a content box to establish its new position on the page. You must enter a number in each field and the number must be unique.
3. Click **Sort**. The content boxes immediately move to their new positions in the page.

Deleting Content Boxes from Pages

When content in a site or page becomes old or irrelevant you can change bits of the text or you can delete it all by deleting the **Content Box** that contains it. Keep in mind that if you delete content from a content box, or delete the content box itself, the content is permanently lost.

To Delete a Content Box from a Site or Page

Follow this path to start work:

1. start on the site or page
2. Menu bar
3. Edit

To Delete a Content Box from a Site or Page

1. Click the **Edit** option to activate edit mode.
2. Hover over the content box you want to delete. A set of icons appear just above the box.
3. Click the red **Delete** icon. A confirmation window opens.
4. Click **OK** to delete the content box. The system returns you to the page; the content box is gone.
Click **Cancel** to cancel the delete process.

Adding Content to Pages

SchoolCenter pages allows you to add and edit content (or cut and paste content from any source) in **content boxes**. The system also provides tools to add text, stylize your content, include images, and add features and gadgets. Regardless of what needs to be added to, edited in, or deleted from your site or page, you start by adding or opening an existing content box. New sites and pages have a single content box, but you can add additional content boxes as you set up the page or whenever you want to add new content.

To Add Content to a Page

Follow this path to start work:

1. start on the site or page
2. Menu bar
3. Edit
4. open or add a content box

To Add Content to a Page

1. Click anywhere in the **content box**. The content box turns white; it is ready to accept content (of any kind). Notice the toolbar now contains icons for tools used to edit content and add functionality. These are standard editing tools.
2. Type (or cut and paste) text into the content box.
3. Click the **More** down-arrow icon (farthest right on the toolbar) to expand the toolbar. If the **Less** up-arrow icon is on the toolbar, the toolbar is fully expanded.
4. Type (or cut and paste) text into the content box.
5. Click the **Spellcheck** icon (expanded toolbar). The system opens a pop-up that indicates no misspellings found or underlines any misspelled words. Right-click on underlined words to choose from suggested spellings.
6. Format and enhance the text using the editing tools on the toolbar.
7. Right-click to enhance your text with links, images, media, gadgets, and tables.
8. Click **Save** to save your text. Click **Cancel** to leave the window and abandon any unsaved text.

Formatting Page Content

SchoolCenter offers a robust set of formatting options on the Edit toolbar. Options include size, color, and font styles that can be applied to text. Borders, background colors, spacing, and organizational options are available to enhance and define the space around text. Formatting defines space, creates continuity, emphasizes material, increases readability, adds interest, and engages users and visitors. Change page formatting at any time to help visitors use the site or to give the content a face-lift.

Follow this path to start work:

1. start on the site or page
2. Menu bar
3. Edit

To Add Formatting to Content

1. Click the **content box** with the text or space you want to format. The activated content box turns white and the rest of the window dims. Notice the **toolbar** now contains icons for tools used to edit content and add functionality. The content is available for editing.
2. Click to **highlight text**, then use tools on the **Edit** toolbar to add style to the text.
3. Point to options on the toolbar; a pop-up help describes the function of each icon.
4. Add **color** to your text; increase the text **size**; **re-position** the text; make the text **bold** or **underline** it.
5. Add **bullets** or **numbering**.
6. Add a colorful **border** around the content box area.
7. Add a **background color** to the content box area.
8. Click the **Spellcheck** icon to re-check your text if you made any changes.
9. You can also add images, media, links, tables, or attachments using options on the toolbar.
10. Click **Save** to save the new formatting.



You can right-click to get a limited pop-up menu of available edit options. If the content box contains text alone, the pop-up offers basic text editing options. If you add any non-text content (like an image), the pop-up provides edit options for those tools as well.

Adding, Editing, or Deleting Text in Pages

SchoolCenter pages allows you to add and edit text (or cut and paste text from any source) in **content boxes** or delete text from them. Regardless of what needs to be added to, edited in, or deleted from your site or page, you start by adding or opening an existing content box.

Follow this path to start work:

1. start on the site or page
2. Menu bar
3. Edit
4. open or add a content box

To Add Text to a Page

1. Click anywhere in the **content box**. The content box turns white; it is ready to accept text (of any kind). Notice the toolbar now contains icons for tools used to edit text and add functionality. These are standard editing tools.
2. Type (or cut and paste) text into the content box.
3. Click the **More** down-arrow icon (farthest right on the toolbar) to expand the toolbar. If the **Less** up-arrow icon is on the toolbar, the toolbar is fully expanded.
4. Type (or cut and paste) text into the content box.
5. Click the **Spellcheck** icon (expanded toolbar). The system opens a pop-up that indicates no misspellings found or underlines any misspelled words. Right-click on underlined words to choose from suggested spellings.
6. Format and enhance the text using the editing tools on the toolbar.
7. Right-click to enhance your text with links, images, media, gadgets, and tables.
8. Click **Save** to save your text. Click **Cancel** to leave the content box and abandon any unsaved text.

To Edit Text in a Page

1. Click anywhere in the **content box**. The content box turns white; it is ready to accept changes to the text. Notice the toolbar now contains icons for tools used to edit text and add functionality. These are standard editing tools.
2. Click the spot where you want to add new text. Type (or cut and paste) text into the content box.
3. Highlight existing text, then type over it if you want to delete it and add new text in its place.
4. Highlight existing text, then press **Delete** on your **keyboard** to delete existing text.
5. Click **Save** to save your change. Click **Cancel** to leave the content box and abandon your changes.

To Delete Text from a Page

You can delete pieces of text within a content box or you can delete the content box itself. Deleting a content box quickly eliminates the unwanted text, but also deletes any images or tools contained in the content box. Eliminating an entire content box, changes the composition of the page as well.

Deleting Text from a Page

1. Click anywhere in the **content box**. The content box turns white; it is ready to accept changes to the text.
2. Highlight existing text, then press **Delete** on your **keyboard** to delete existing text.
3. Click **Save** to delete the highlighted text. Click **Cancel** to leave the content box and leave the text intact.

To Delete a Content Box

1. start on the site or page
2. Menu bar
3. Edit
 1. Click the **Edit** option to activate edit mode.
 2. Hover over the content box you want to delete. A set of icons appear just above the box.
 3. Click the red **Delete** icon. A confirmation window opens.
 4. Click **OK** to delete the content box. The system returns you to the page; the content box is gone. Click **Cancel** to cancel the delete process.

Adding and Deleting Images

SchoolCenter provides you the ability to add **images** to sites and pages. Images allow you to complement your material and engage users. Images may be linked to resources and material that users can access by clicking the image. Images can be added when needed.

Follow this path to start work:

1. start on the site or page
2. Menu bar
3. click Edit to activate the toolbar

To Add Images

Images can be embedded in a content box. Embedding the image gives you the ability to size the image and move it around right in the content box.

1. Click the content box to open it for editing.
2. In the content box, position your cursor where you would like to add the image.
3. Click the **Insert/edit image** icon.
4. Click **Select Image** to upload an image from your computer, or click **Gallery** to use an image you have previously uploaded to your **Personal**, **Local**, or **SchoolCenter** galleries.
5. After you have added your image, the **Image Properties** window appears. Enter an **Image Title** and **Alt Tag** in the respective text fields, and then select a thumbnail size and image position.
6. To crop, zoom, rotate, flip, add effects, adjust the color or brightness, or add frames to the image, click **Edit Image** within the Image Properties window. The **Editing Image** window will appear. When you are finished editing the image, click **Done**.
7. When you are finished editing the image and the image properties, click **Done**.
8. Click **Save** to save the changes you have made to the content box.

To Delete an Image

1. Click the content box to open it for editing.
2. Click the image you want to delete.
3. Press delete on your keyboard.
4. Click **Save** to save the changes you have made to the content box.

Editing Images

SchoolCenter provides you the ability to edit **images** you have added to content boxes.

Follow this path to start work:

1. start on the site or page
2. Menu bar
3. click Edit to activate the toolbar

To Edit Images

1. Click the content box to open it for editing.
2. In the content box, click the image you want to edit.
3. Click the **Insert/edit image** icon.
4. The **Image Properties** window appears. Within the Image Properties window, you can edit the image title, alt tag, thumbnail size, and image position (in relation to any accompanying text).
5. To crop, zoom, rotate, flip, add effects, adjust the color or brightness, or add frames to the image, click **Edit Image** within the Image Properties window. The **Editing Image** window will appear. When you are finished editing the image, click **Done**.
6. When you are finished editing the image and the image properties, click **Done**.
7. Click **Save** to save the changes you have made to the content box.

Adding and Deleting Media

SchoolCenter provides you the ability to add **media** to sites and pages. Adding media allows you to complement your material and engage users. Media can be added when needed.

Follow this path to start work:

1. start on the site or page
2. Menu bar
3. click Edit to activate the toolbar

To Add Media

1. Click the content box to open it for editing.
2. In the content box, position your cursor where you would like to add media.
3. Click the **Insert/edit embedded media** icon.
4. To embed media from another website, paste the code in the **File/URL** field. To upload media, click the **upload** icon to the right of the **File/URL** field and upload your media.



If you want to add media by embedding code using the **File/URL** field, the site administrator must first enable advanced script and embed tags permission located in Site Preferences. For more information, please contact your website administrator.

5. After you have added your media, click **Insert**.
6. Click **Save** to save the changes you have made to the content box.

To Delete Media

1. Click the content box to open it for editing.
2. Click the media you want to delete.
3. Press delete on your keyboard.
4. Click **Save** to save the changes you have made to the content box.

Adding and Deleting Attachments

SchoolCenter provides you the ability to add **attachments** to sites and pages. Attachments allow you to expand and complement the scope of your material by adding information that may be related but does not need to be included in the content. Examples include supporting material, forms, and general documents that users may need. Attachments make tasks easier for users because they generally provide users with complementary material which can be read and printed. Attachments can be added when needed, so you can keep the documents current and update or delete the material when it becomes dated.

Follow this path to start work:

1. start on the site or page
2. Menu bar
3. click Edit to activate the toolbar

To Add Attachments

SchoolCenter allows you to add individual or multiple attachments. Individual attachments are added in Standard Mode; multiple attachments in Enhanced Mode. Enhanced Mode requires JAVA.

To attach files one at a time using Standard Mode

1. Hover your mouse over the **content box**, but **do not activate the box**. A pop-up toolbar opens.
2. Click the **Attachment** icon (paperclip). The **Edit Content Box** opens.
3. Click **Add File**. The Choose Mode window opens.
4. Choose **Standard Mode**.
5. Click the **Select Upload Method** button. A window opens for browsing through files.
6. Click **Browse** and locate a file to upload. Double-click the file to upload it. A window opens showing progress on the upload. Add more files using the **Browse** field that opens after the previous file finishes uploading.
7. Click **Done**. A window opens for renaming files.
8. Rename the file in the **Filename** field if desired.
9. Click **Done**.
10. The **Add Links and Files** window re-opens. The **Files** table shows all uploaded files.
11. Click **Done** to return to the page where you wanted the file attached. Notice the file now appears below the content box.

To attach a large number of files using Enhanced Mode

You must have JAVA to use this option.

1. Hover your mouse over the **content box**, but **do not activate the box**. A pop-up toolbar opens.
2. Click the **Attachment** icon (paperclip). The **Edit Content Box** opens.
3. Click **Add File**. The Choose Mode window opens.
4. Choose **Enhanced Mode**.
5. Click the **Select Upload Method** button. A window opens to drag and drop the files you want to attach to the page.
6. Drag and drop as many files as you like. A window opens showing progress on the upload.
7. Click **Done**. A window opens for renaming files.
8. Rename the file in the **Filename** field if desired.
9. Click **Done**.
10. The **Add Links and Files** window re-opens. The **Files** table shows all uploaded files.
11. Click **Done** to return to the page where you wanted the files attached. Notice the files now appear below the content box.

Deleting Files from a Page

1. Hover your mouse over the **content box**, but **do not activate the box**. A pop-up toolbar opens.
2. Click the **Attachment** icon (paperclip). The **Edit Content Box** opens.
3. Find the file to delete in the **Files** table.
4. Click the red **Delete** icon (in the file row). A confirmation window opens.
5. Click **OK** to delete the file. Click **Cancel** to exit the window without deleting the file.
6. To delete more files, repeat the process.
7. Click **Done**.

Adding and Deleting Links

SchoolCenter provides you the ability to insert **links** in sites and pages. Links allow you to expand and complement the scope of your own material by connecting it with other resources (information or people). The extent of material you can incorporate is unlimited with links. Well-placed links make your content richer and your site more interesting and engaging.

Follow this path to start work:

1. start on the site or page
2. Menu bar
3. click Edit

To Create Email and Web Links Directly in the Content Box

1. Click anywhere in the **content box**. Notice the toolbar now contains icons for tools used to edit text and add functionality. These are standard editing tools.
2. Type the **URL** or **email address** (somebody@domain.com) in the content box.
3. Click **Done**. Your text automatically becomes a link.

To Attach Links to Content

1. start on link
2. Menu bar
3. Edit

To Attach Links to Content

1. Hover your mouse over the **content box**, but **do not activate the box**. A pop-up toolbar opens.
2. Click the **Attachment** icon (paperclip). The **Edit Content Box** opens.
3. Click the **Add Link** button.
4. Enter the link URL in the **Link** column.
5. Enter a name for the link in the **Link Name** column.
6. Select the **Open in a new window** check box if you want the information retrieved by the link to open in a new window.
7. Click **Done** to return to the page where you wanted the file attached. Notice the file now appears below the content box.

Deleting Links from a Page

1. Open the content box that contains the link.
2. Click the **Unlink** icon on the toolbar. The link is immediately removed.
3. Click **Save** to save the change and close the content box.

Sharing Content Between Content Boxes

You can simply and easily share content in one content box with other content boxes. This is especially helpful for creating a single source of information that can be duplicated on several pages in your site. Sharing content reduces work and keeps information consistent between pages despite changes and updates. When the source box is updated, the information is automatically updated on every page that includes the shared content.



The person responsible for maintaining the source content must understand the ramifications of deleting the source box; any changes made to the source box affects every page where the content has been shared.

To Share Content Between Content Boxes

Follow this path to start work:

1. start on the page with content box to use as the source
2. Menu bar
3. Edit
4. edit menu above the content box

Copying the source content

Source content is the material in a content box you intend to share in other (one or more) content boxes in the site. The material is not actually copied to the site, but linked, which means that if you ever change the source material the linked material changes as well. This is not reciprocal; you cannot change the material in content boxes that are linked to a source content box.

1. Do not open the content box itself.
2. Click the small **toolbar** just above the content box with the content to be shared.
3. Move your mouse over the small toolbar and locate the **Copy** icon.
4. Click the Copy icon.
5. The content is saved the **copy buffer**.

Creating a new content box to insert shared content

You can create a new content box on a page to add shared content to that page. Once a new content box shares information from a source box, it cannot be edited at all although it can be deleted. Deleting this page does not affect the source page in any way.

Follow this path to start/continue work:

1. go to the page to receive shared content
2. Menu bar
3. Edit
4. New Content Box

Creating a new content box to insert shared content

1. Click the **New Content Box** option. A new content box is added to the page.
2. Click the small **toolbar** just above the content box where the content will be inserted.
3. Move your mouse over the small toolbar and locate the **Paste as Linked Box** icon.
4. Click the Paste as Linked Box icon.
5. The content is inserted into the content box. A **notice** indicates the content in the box is shared from another location. The notice includes a **link to the source content**.

Overlaying existing content with shared content

Shared content can be added into an existing content box, over existing material. Once a content box shares information from a source box, it cannot be edited at all although it can be deleted. Deleting this page does not affect the source page in any way.

Follow this path to start/continue work:

1. go to the existing content box to receive shared content
2. Menu bar
3. Edit
4. edit menu above an existing content box

Overlaying existing content with shared content

1. Do not open the content box itself.
2. Click the small **toolbar** just above the content box where the content will be overlaid by shared content.
3. Move your mouse over the small toolbar and locate the **Paste as Linked Box** icon.
4. Click the Paste as Linked Box icon.
5. The content is inserted into the content box. A **notice** indicates the content in the box is shared from another location. The notice includes a **link to the source content**.

Detaching Content Boxes that Share Content

Because content boxes share the content via link, you cannot detach the source box or the boxes that share the source material from each other. Your only choice in removing either type of content box is deleting it from the page. Deleting a content box that provides source material has different consequences than deleting content boxes that contain shared content.



The person responsible for maintaining the source content must understand the ramifications of deleting the source box; any changes made to the source box affects every page where the content has been shared.

To Delete a Source Content Box

Deleting the source content box removes the shared content from all pages linked to it. However, all shared content boxes remain and display alerts so page owners know the source box was removed. The notice only appears in Edit mode and is invisible to visitors.

Follow this path to start/continue work:

1. go to the source content box
2. Menu bar
3. Edit
4. edit menu above the source content box
5. Delete icon

To Delete a Source Content Box

1. Do not open the source content box.
2. Click the **Delete** icon. A confirmation window opens.
3. Click **OK**. The system deletes the source content box. This removes the source content from all content boxes that share the material. The system inserts a notice in each content box that the source content has been removed.

To Delete a Content Box That Contains Shared Content

You cannot edit a content box that uses shared content from a source content box, nor can you detach it from the source. To remove the material from a page, you must delete the content box itself. This has no impact on the source content box.

Follow this path to start/continue work:

1. go to a content box that contains shared content
2. Menu bar
3. Edit
4. edit menu above the linked content box
5. Delete icon

To Delete a Content Box That Contains Shared Content

1. Do not open the content box that shares source material.
2. The toolbar only contains the **Delete** icon. Click it. A confirmation window opens.
3. Click **OK**. The system deletes the content box, which removes the content box from the page. Deleting this box does not affect the source content box, other than the list in the source box showing pages that are linked to it no longer includes this page in the list.

Page Content Editing

(Page Specific Editing)

Album

The Album page is an easy way to store and share images on your site. Visitors can cycle through the images or view the images as a slideshow.

Page Settings

Page Settings allows you to customize specific settings for your page.

To make changes to the title or other settings, select **Page Settings** from the **Edit** menu toolbar. The **Page Settings** window will open.

General Tab

On the **General** tab, you can change the page title or add a subdirectory to the page.

You also have the option to:

- Password protect your page in View mode
- Allow comments on images
- Manually approve comments

Details Tab

The **Details** tab gives you the options to:

- Allow more than one (1) Add picture and text field
- Allow public to subscribe to the page
- Show a Babel Fish translation box
- Hide the link in the navigation
- Deny public access to the page
- Make the Album page your site's homepage
- Move the page to another site

Meta Tab

In the **Page Keywords** section, enter search words that identify your page. When a user searches these words, your page will be included as a search result. Search results for your page can also be obtained when a user enters a description that matches one that you enter in the **Page Description** section.

Slideshow Tab

The **Slideshow** tab allows you to configure settings for the Album's Slideshow feature.

- You have the option to **Show slideshow in the Current Window** or **New Window**. This setting will affect how the viewer will view your album's slideshow.
- You have the option to select a **Fade** or a **Wipe** as your **Transition** type. Fade will slowly diminish the current image as the next one appears; Wipe will "push" the current image to the left while the next appears from the right.
- The **Delay** time between images allows you to adjust how long each image will be shown within the slideshow presentation.
- You have the option to **Show image title**. With this option selected, the image title will display below the image.
- You have the option to **Show image description**. With this option selected, the image description will display below the image.
- Once you have configured Page Settings, click the **Done** button.

Adding Images to the Album

You can add images to your Album through the **Manage Album** feature. Photo Management allows you to move pictures from the SchoolCenter, Local, and Personal Galleries into your Album. You also have the option to add new images and tags to your Album.

To access Manage Album:

1. Album page
2. Edit
3. Menu bar
4. Manage Album

Selecting an Image from a Gallery

To move pictures from a Gallery to your Album:

1. Select a **Galleries** tab - SchoolCenter, Local or Personal. For this example, select the **SchoolCenter** tab.
2. Select the **Tag** that contains the image you want to add to your Album. Images within the tag you selected will appear.
3. Within the **Pictures** pane, select an image you wish to add to your Album.
4. Add the image to your Album by dragging the image to the **Drag pictures into here to add them to your album** area in the **Album** pane.
5. To view the picture you added, click the **Album** tab. You will return to the **Album Gallery**.

Adding an Image from your Computer

1. While on the **Album** tab, click the **Add** button. The **Add Image** window will appear.
2. To upload a single image, select **Standard Mode**.
3. To upload multiple images, select **Enhanced Mode**.
4. Click the **Select Upload Method** button.

Standard Mode

1. Within the **Add Image** window, click **Browse**.
2. Select the image located on your computer that you want to add.
3. Click **Open**.
4. When the upload is complete, click **Done**.
5. Enter a **Title** for your image.
6. Click **Add Tags**.

Enhanced Mode

Enhanced Mode is a drag and drop feature, enabling you to drag files into the file upload window. You can upload up to 25 files at a time with this method. You will need to first open the folder on your computer where your images are stored.

1. From your computer's image folder, select the files you wish to upload, and drag and to the **SchoolCenter Enhanced Upload** window.
2. Once you have added your files, click **Done**. A progress bar will appear with the time remaining until completion.
3. Enter a **Title** for your images.
4. Click **Add Tags**.

Adding Tags

Tags are key words which will assist you in searching for an image after it is uploaded.

1. Click **Add Tags**.
2. The **Add Tag** window will open.
3. Enter a tags for your images in the **Tags** field.
 - If you want the images to belong to multiple categories, enter multiple comma-separated tags in the field.
4. You also have the option to **Add a Description** for the image.
5. When you are finished, click **Done**.

Finding an Image

You can search for an image by typing in a tag (e.g.: apple) into the search field and then clicking **Search**. A list of all the images associated with your tag word will appear. Each tag will show the number of images associated with the tag.

You also have the option to click a letter from the **Alpha Index** to view all tags associated with a letter.

You can also search the Gallery by clicking **All items**, or **Items with no Tags**.

To view an image:

1. Click a **Tag**. Images with the tag you selected will appear to the right in the **Pictures** pane.
2. Cycle through the images using the buttons at the top of the screen. You can adjust the size of the thumbnails using the **Thumbnail size** menu.
3. View additional information about the image by clicking the image.

Viewing Image Information

Once you select an image from the **Pictures** pane, the image you selected will appear in the left sidebar.

1. Once you have selected an image, you can edit the **Title**, **Description**, and **Tags** for the image.
2. When you are finished making changes to the image, click **Apply**.
3. To delete the image, click **Delete**.

Managing Tags

Click the **Manage** button to add or delete tags to/from your Album and Personal Gallery.

To delete a tag:

1. Select the tag you want to delete by selecting the check box associated with the tag.
2. To delete a tag, click **Delete**. The tag will be removed.

To add a tag:

1. To add a tag, click **Add**.
2. Enter a name for the tag.
3. Click **Add**.

When you are finished, click **Close**.

Blog

With the Blog page, you create blog entries and decide if you would like to allow users to post comments on them.

Page Settings

Page Settings allows you to customize specific settings for your page.

To make changes to the title or other settings, select **Page Settings** from the **Edit** menu toolbar. The **Page Settings** window will open.

General Tab

On the **General** tab, you can change the page title or add a subdirectory to the page.

You also have the option to:

- Password protect the page in View Mode
- Show hit counter at the bottom of the page
- Add an email address for blog post notifications
- Choose the viewable number of threads per board, and posts per thread
- Manually approve posts
- Require Verification - this option will require users to enter a CAPTCHA when they attempt to post comments to your blog page
- Allow anonymous users to use Advanced Content Editor - this option will allow users who are not logged in with a district User ID or Visitor Account access to the Advanced Editor

Details Tab

The **Details** tab gives you the options to:

- Allow more than one (1) Add picture and text field
- Allow public to subscribe to the page
- Show a Babel Fish translation box
- Hide the link in the navigation
- Deny public access to the page
- Make the Album page your site's homepage
- Move the page to another site

Meta Tab

In the **Page Keywords** section, enter search words that identify your page. When a user searches these words, your page will be included as a search result. Search results for your page can also be obtained when a user enters a description that matches one that you enter in the **Page Description** section.

Layout Tab

The **Layout** tab allows you to choose from three different conversation page layouts. By default, Blog will be chosen.

- **Blog** - A blog is a thread-based discussion method. You create blog entries and decide if you'd like to allow users to post comments on them.
- **Board (Forum)** - A board is a multiple category-based discussion method. This is the most advanced discussion method.
- **Guestbook** - A guestbook consists of posts made in a single thread.

Manage Blog

The **Manage Blog** option allows you to edit basic Blog settings.

To access Manage Blog:

1. Blog page
2. Edit
3. Menu bar
4. Manage Blog

General Tab

Within the General tab, you can:

- Choose a blog category. Generally, there will only be one option here. However, if you have changed the Layout from a Forum or Guestbook, multiple categories may be available.
- Change the blog title.
- Enter a blog description.

Options Tab

The Options tab allows you to set the following permissions:

- **Anonymous users may view this blog.** - This option allows "public" users, those without a district/school or Visitor Account login, to view the postings within the blog.
- **Anonymous users may post in this blog.** - This option allows "public" users, those without a district/school or Visitor Account login, to post comments to blog postings.

Once you are finished adjusting your settings, click the **Done** button.

New Blog

Best practice denotes each new blog post should be individual topics. For instance, you may wish to post a blog related to "Summer Vacation", and another related to "My Favorite Book".

To create a new post:

1. Blog page
2. Edit
3. New Blog

To add a new blog post, click **New Blog**, found within the body of the page. The **Edit Post** window will open.

On the **General** tab:

1. Type a title for your blog post.
2. Choose the **Blog Type**:
 - **Normal** - Blogs will be displayed on the page in chronological order, newest appearing at the top of the page.
 - **Sticky** - A "sticky" blog will appear at the top of the page above "normal" blog posts.
 - **Announcement** - Similar to "sticky" posts, an "announcement" will appear at the top of the page just below a "sticky", but above "normal" announcements.
3. Type your message in the **Message** box. You have the option to use the Advanced Content Editor for your message.
4. If you want to add an attachment (links or files) to your blog post, click the **Attachments** tab.
5. When you are finished, click **Done**. Your new post will now appear on the page.

Post Comment

You can post comments to your blog post, and reply to other people's comments.

To comment on a post or reply to comment:

1. Blog page
2. Edit
3. Post Comment

To post a comment, click **[Post Comment]** within the blog post you wish to add the comment. The **Add Comment/Reply** window will open.

1. Type your name in the **Name** field.
2. Type your comment or reply in the **Message** box.
3. Click **Done**.

Approving Posts

If you have chosen to manually approve posts (in Page Settings), a notification will be sent to the email you entered in Page Settings. You will then need to approve the post in order for it to appear to other blog viewers.

To view unapproved posts:

1. Blog page
2. Edit
3. Menu bar
4. Unapproved Posts

To approve posts:

1. Locate the post pending approval. Click the check box to the left of the post.
2. Click the **Approve** button. The post will now appear on the blog page.
3. You may choose to **Edit** the post prior to approval.
4. You may also **Delete** the post through the **Edit** option.

Visitor Participation

Visitors to the blog page can sign up to receive notification of new blog posts, and post comments and replies to blog posts.

Watch this Blog

By clicking **Watch This Blog**, visitors can enter their email address in the **New Email** field to receive notifications of new blog postings. Additionally, visitors can remove themselves from the watch list through the **Watch This Blog** link.

Post Comments

This link will be provided to visitors as long as the correct permissions have been established through the Manage Blog options.

Calendar

The Calendar is a convenient way to inform your visitors about upcoming events within your district, school, or classroom. Events have registration capabilities and can be assigned color-coded categories which are identified by a Category Legend. You can choose from several display options, including day, month, week and year, to display events. Additionally, calendar information can be exported to Outlook, Lightning, iCal/vCal, your PDA or as a PDF file.

Page Settings

Click the **Page Settings** icon from the **Edit** toolbar. The **Calendar Settings** window will appear.

General Tab

Default Events

Default Events sets up the default "view" of the page. When a visitor opens a calendar page, one of the tabs at the top will be set displaying the events from that selection. You may select:

- Today shows the events for the current day.
- Week shows all events for the current week.
- Month shows all events for the current month.
- Year shows all events for the current year.
- School Year shows all events for the current school year.
- Upcoming displays all events that are coming up soon.
- Calendar displays a full-page calendar.
- School Year allows you to control what shows when School Year is the selected view. The default start date is August 15th and the default end date is May 15th, but those dates may be adjusted. To set a custom default school year:
 - Below **Start Date**, click the month icon to the left of the text field.
 - Click the date that you would like to have as the start date for the school year.
 - Repeat process under **End Date**.

Show Details

This option determines whether or not Details of the event will be displayed when a visitor first opens the page.

Number of Calendars

This option allows you to select how many miniature calendars open when in one of the list views (every view except Calendar).

Position on the Page

This option determines the vertical placement of the small calendar when the page is in one of the list views.

Alignment on Page

This option determines the horizontal placement of the small calendar when the page is in one of the list views.

Trim Color

Trim color determines the color of the trim of the calendar. You may select Page Title Colors or Home Page Box Colors. This basically just gives you the ability to alternate common color variations on your site. You can alter any of these colors in Page Design under the Color Editor.

Use Background Colors

This option allows you to choose whether or not to use background colors around the toolbar and calendar.

Navigation Buttons

Navigation Buttons contains formatting settings for events listed on more than one page.

Events Per Page

This option determines the maximum number of calendar events that will show on a page before items are moved to multiple pages.

Prev/Next Style

This option assigns a placement to the Previous and Next buttons on the page.

Show Page Numbers

This option simply determines whether or not to display page numbers.

Open Details in a New Window

When checked, this option shows the details of an event in a pop-up window. If this option is not checked, a new window will show when a user clicks on an event with details.

Allow Public to Export

Checking this box allows the public to export the calendar. The various export options are explained in detail below.

Show 'Last Edited By' in Edit Mode for events

When this option is selected, users in edit mode will be able to see who last edited each event. This can be useful if you would like to keep track of who is adding events.

Details Tab

In addition to the options found in the Details tab for all page types, the Calendar page also allows users to

- Syndicate the page with RSS
- Allow separate images for each month
- Print the page

Meta Tab

In the **Page Keywords** section, enter search words that identify your page. When a user searches these words, your page will be included as a search result. Search results for your page can also be obtained when a user enters a description that matches one that you enter in the **Page Description** section.

Categories

Categories are a useful tool for organizing your events. Each category will be assigned a color, allowing for easy identification of events.

Add Categories

To add categories:

1. Click **Manage Categories** located in the **Edit** toolbar. The **Manage Categories** window will appear.
2. Under the **Categories** heading, select **Add a New Category** from the drop-down menu.
3. Type a name for your new category in the space provided.
4. Click the color square to the right of the **Name** field to open the color picker. You may select from either **Web Safe** or **All Colors**. Choose a color for the category. Click **OK** to complete the action.
5. Click the **Done** button to save the new category and return to the Calendar page or click **Save** to save the category and continue adding more categories.

Edit Categories

To edit categories:

1. Click **Manage Categories** located in the **Edit** toolbar. The **Manage Categories** window will appear.
2. Under the **Categories** heading, select the category you want to edit.
3. You have the option of editing the name of the category, or change the color of the category by clicking the color square.
4. Click the **Done** button to save the category and return to the Calendar page or click **Save** to save the category and continue editing more categories.

Delete Categories

To delete categories:

1. Click **Manage Categories** located in the **Edit** toolbar. The **Manage Categories** window will appear.
2. Under the **Categories** heading, select the category you want to delete.
3. Click the **Delete** button. A confirmation window will appear.
4. Click **OK** to confirm your action.
5. Click the **Done** button to return to the Calendar page or click **Save** to continue deleting more categories.

Events

Calendar entries are referred to as Events. Events can be a single occurrence, or repeated at regular intervals over a period of time. Additionally, you can set up event registration for events such as a Parent/Teacher conference.

Adding Events

To add an event you must first be in edit mode. In edit mode, click **New Event**, located in the toolbar. The **New Event** window will appear.

1. General Tab
 - Click the **Calendar** icon to select the date of the event.
 - Type your event title.
 - Enter a location, if appropriate.
 - Add descriptive text.
2. Options Tab
 - By default, **All-Day Event** is selected. To set a specific start and end time, clear the **All Day Event** selection and enter a **Start Time** and **End Time** for the event.
3. Styles Tab
 - You have the ability to change the text style, border, or background color displayed in the event detail window.
Any styles set in the Advanced Content Editor will override styles set in the **Styles** tab.
4. Recurrences Tab
 - If your event is a recurring event, click **Make Span/Recur** to configure the event recurrences.
 - Click **Done**.
5. Categories Tab
 - You can assign an event to up to eight categories. A list of previously added categories will appear. Select the category or categories you want to assign to the event.
 - If you need to create a new category, click **New Category**. Type the name in the **Name** field, select a color for the category by clicking the color square, and then click **Done**.
6. Attachments Tab
 - In the Attachments tab, you can add an image, link, or file to your event by clicking the corresponding button.
7. Reminder Tab
 - You can receive a reminder for the event by clicking **Send me an email reminder about this event**.
 - You can choose up to three (3) times to receive an email reminder about the event.
8. Registration Tab
 - Click **Start Registration Setup** to open the event registration wizard. Setting up event registration will allow others to sign up to attend the event.

When you are finished, click **Done**.

Editing Events

To edit an event you must first be in edit mode.

1. Click the edit pencil for the event you want to edit, then click **Edit Event** from the drop-down menu. The **Edit Event** window will open.
2. When you have finished editing, click Done.

Deleting Events

To delete an event you must first be in edit mode.

1. Click the edit pencil for the event you want to edit, then click **Delete Event** from the drop-down menu.
2. Click **OK** to confirm the action. The event will be deleted.

Viewing Events

You can view events in either month view (grid layout) or list view by clicking the appropriate link within the calendar title bar.

Click **Filter Categories** to choose which categories you want to view.

- Select the check box next to the category name you wish to view, and then click **Apply**.

Click **Time Frame** to choose a time frame to view events.

- **Upcoming** - This setting will show upcoming events.
- **Calendar Year** - This setting will show events between January 1 and December 31.
- **School Year** - By default, this setting will show events between August 15 and May 15. The time frame is pulled from the School Calendar from the school that the user is assigned.
- **Day** - This setting will show the current day's events.
- **Week** - This setting will show all events for the current week, Sunday through Saturday.
- **Month** - This setting will show all events for the current month.

To view event details, click the event title.

Event Registration

The event registration set-up wizard is accessed via the **Registration** tab in the **Add Event** or **Edit Event** window.

To open the event registration set-up wizard, click **Start Registration Setup**.

Registration Setup - Screen One

1. Type the event owner's name in the **Owner Name** text box.
2. Type the event owner's email address in the **Owner Email** text box.
3. Type the facilitator's name in the **Facilitator Name** text box.
4. Type the facilitator's email address in the **Facilitator Email** text box.
5. Enter a date, or use the date picker, for the **Begin Registration** field.
6. Enter a date, or use the date picker, for the **Close Registration** field.
7. If the event has limited seating, select **Limited Seating Event** and enter the total available seats in the **Number of Seats** field.
8. If you want to receive notifications when someone registers or cancels for an event, select **Receive email notification of registrations and cancellations for this event**.
9. If you want to receive an email of the roster when the registration closes, select **Receive email of roster at close of registration**.

To continue to the next screen, click **Next**.

Registration Setup - Screen Two

1. Select the registration information that you would like to collect from participants. **Full Name** and **Email Address** are required. However, you can choose to add **Address**, **Phone Number**, **Student's Name**, and **School**. You can also add up to five custom fields by selecting **Custom Field** and then clicking **Add**. Enter the title for the field in the **Custom Prompt** field.
2. If you want to include an area for participants to submit questions and comments, select **Question/Comments**.
3. If you want to include additional instructions or information for registrants, select **Additional Information** and then enter the instructions in the text field.

To continue to the next screen, click **Next**.

Registration Setup - Screen Three

1. If you want to invite specific people to the event, enter the email addresses (separated by a comma) in the **Email Addresses to Invite** field. A standard email that includes the title, date, time, and location of the event will be sent. The email will also include a link to register for the event.
2. If you want to personalize the email message, select **Add a Personal Message** and then enter your message in the text field.

To continue, click **Next**. The registration setup is complete. Click **Done** to return to the **Edit Event** window.

Show Other

The **Show Other** option is a great way to organize events stored in various calendars throughout your district into one location. This option will allow you to pull events from the District, School or Classroom calendars directly into your organizer.

1. Click **Show Other**. The **Show Other** window will appear.
2. The **Summary** tab shows items being pulled from other locations into your Calendar.
3. Select the **Pull Data** tab.
4. Navigate through the tier to the Calendar you would like to incorporate into your Calendar.
5. Select the check box next to the Calendar category you wish to show.
6. Once you have selected the categories you wish to show, click **Done**.

Import

You can use the import feature to import events from another calendar (such as Outlook, Lightning or iCal) to your Calendar via **.CSV** or **.ICS** file formats. An alternative method is to download the **Calendar Mass Data Import** template, enter information into this template, and then import the data to your calendar. To import events to your calendar:

1. From the **Edit** drop-down menu, click **Import**. The **Mass Data Import** window will open.
2. Under **Import Options**, select **Standard**, **Outlook**, **Lightning**, or **iCal/vCal**.

Standard

Using the **Standard** import method will require field mapping.

1. Click **Browse** to locate the template and then click **Upload File**.
2. The field mapping window appears. Select a heading from the **Source** column and then select the corresponding **Destination** heading.
3. Next, click **Map Field**. Continue this process for all appropriate headings.
4. Click **Skip this record** to avoid importing the title row in the .csv file.
5. Next, click **append to** in the drop-down menu if you do not want to overwrite existing data in the calendar. Click **Overwrite** if you want to replace the existing data.
6. Next, click **Proceed With Import**.
7. A dialogue box will appear asking **Would you like to save the map you made of your file?** Click **OK** to save the map, or click **Cancel** to continue without saving the map.
If you plan to import several sets of data, it is a good idea to save the map.
8. The screen will then display the results of the import.
9. Click **New Import** to start a new import, **Undo Import** to delete the data you just imported, or **Close** to finish the import.

Outlook, Lightning, or iCal/vCal

Using the **Outlook**, **Lightning**, or **iCal/vCal** method does not require field mapping.

1. Click **Browse** to locate the template and then click **Upload File**.
2. The field mapping window appears. Click **Skip this record** to avoid importing the title row in the .csv file.
3. Next, click **append to** in the drop-down menu if you do not want to overwrite existing data in the calendar. Click **Overwrite** if you want to replace the existing data.
4. Next, click **Proceed With Import**.
5. The screen will then display the results of the import.
6. Click **New Import** to start a new import, **Undo Import** to delete the data you just imported, or **Close** to finish the import.

Parent Teacher Conference

Teachers can use their classroom calendar to schedule Parent/Teacher conferences. The Parent Teacher Conference wizard allows teachers to quickly create an event that allows parents to register for an available time slot. To open the Parent Teacher Conference wizard, you must first be in edit mode. Click New P/T Conference from the toolbar. The Manage Registration window will open.

Parent Teacher Conference Setup - Screen One

1. Type the teacher's name in the **Teacher Name** text box.
2. Replace **<teacher's name>** in the **Title** field with the teacher's name.
3. Type the teacher's classroom location in the **Location** field.
4. Type a date, or select a date using the date picker, for the **Date** field.
5. Enter the time the conferences will begin in the **Start Time** field.
6. Enter the time the conferences will end in the **End Time** field.
7. Enter the length of each conference in the **Length of Conferences** field.

Click **Next** to go to the next screen.

Parent Teacher Conference Setup - Screen Two

The conference schedule will be displayed in the minute increments you set in the previous screen.

1. To reserve a section of time for a break, or to schedule a lunch period, click **Reserve as a break**. This will remove the selected time period from the available reservation periods.

Click **Next** to go to the next screen.

Parent Teacher Conference Setup - Screen Three

1. The **Owner Name** text box will be auto completed with the **Teacher Name** completed in Screen One.
2. Type the teacher's email address in the **Owner Email** text box.
3. Enter a date, or use the date picker to select a date, for the **Begin Registration** field.
4. Enter a date, or use the date picker to select a date, for the **Close Registration** field.
5. If you want to limit the number of people who are attending the conference, select **Limited Seating Event** and enter the total available seats in the **Number of Seats** field.
6. If you want to receive notifications when someone registers or cancels for an event, select **Receive email notification of registrations and cancellations for this event**.
7. If you want to receive an email of the roster when the registration closes, select **Receive email of roster at close of registration**.

To continue to the next screen, click **Next**.

Parent Teacher Conference Setup - Screen Four

1. Select the registration information that you would like to collect from participants. **Full Name**, **Email Address**, and **Student's Name** are required. However, you can choose to add **Address**, **Phone Number**, **Student's Name**, and **School**. You can also add up to five custom fields by selecting **Custom Field** and then clicking **Add**. Enter the title for the field in the **Custom Prompt** field.
2. If you want to include an area for participants to submit questions and comments, select **Question/Comments**.
3. If you want to include additional instructions or information for registrants, select **Additional Information** and then enter the instructions in the text field.

To continue to the next screen, click **Next**.

Parent Teacher Conference Setup - Screen Five

1. If you want to invite specific people to the event, enter their email addresses (separated by a comma) in the **Email Addresses to Invite** field. A standard email including the title, date, time, and location of the event will be sent. The email will also include a link to register for the event.
2. If you want to personalize the email message, select **Add a Personal Message** and then enter your message in the text field.

To continue, click **Next**. The Parent Teacher Conference setup is complete. Click **Done** to close the Parent Teacher Conference setup window.

My Calendar

The **My Calendar** feature allows you to customize events within your schedule, by allowing you to pull events from other calendars within your district.

My Calendar Settings

1. Click **My Calendar Settings**. The **My Calendar Settings** window will appear.
2. Choose which site you would like to add calendar categories from by clicking on the **Choose Site** drop-down arrow. A list of available Calendar categories will appear within the left All Site Categories pane.
3. Add categories to **My Calendar** by selecting the appropriate category check box option in the left All Site Categories pane and then clicking the **ADD** arrow. The selected categories will appear in the right My Calendar Categories pane.
4. Remove categories from **My Calendar** by selecting the appropriate category check box option in the right My Calendar Categories pane and then clicking the **REMOVE** arrow.
5. You can also choose to show events that you have registered for by selecting the check box at the bottom of the window.
6. Click **Done**.

My Calendar

1. Click **My Calendar**. The categories specified through **My Calendar Settings** will be displayed within your Calendar.
2. Click **Return to Original Calendar** to view your standard Calendar events.

Contact Directory

The **Contact Directory** component allows you to add contacts to your page. The Contact Directory is like an address book for your website.

Page Settings

Page Settings allows you to customize specific settings for your page.

- To make changes to the title or other settings, click **Page Settings** located in the **Edit** toolbar. The **Page Settings** window will open.

General Tab

On the **General** tab, you can change the **Page Title** or add a **Subdirectory** to the page.

In addition, you can also:

- Password protect your page in View mode.
- Show a hit counter at the bottom of the page.
- Show email addresses for each contact within the directory.
- Show an alphabetical index to provide an easy way to search for a specific contact.
- Allow public to export directory information.
- You also have the option to choose **Alphabetical** or **Custom** as the **Directory Sort Option**.

Details Tab

The **Details** tab provides the following options:

- Allow more than one (1) Add picture and text field
- Allow public to subscribe to the page
- Allow Public to Print Page
- Show a Babel Fish translation box
- Hide the link in the navigation
- Deny public access to the page
- Make this page the homepage
- Move the page to another site>

Meta Tab

In the **Page Keywords** section, enter search words that identify your page. When a user searches these words, your page will be included as a search result. Search results for your page can also be obtained when a user enters a description that matches one that you enter in the **Page Description** section.

Layouts Tab

The **Layouts Tab** allows you to choose how your contacts will appear on the page.

Vertical Layout

This layout lists contacts vertically down the page. You may specify the number of columns to divide the contacts into by choosing 1 through 4 from the **Number of columns** option.

Horizontal Layout

This layout lists contacts horizontally across the page. You may specify the number of columns to divide the contacts into by choosing 1 through 4 from the **Number of columns** option.

Staggered Layout

This layout alternates the position of contacts from left to right as they are listed down the page.

New Directory

Adding **Directories** to your page allows you to organize your contacts by groups, such as School, Subject, etc.

To add a new directory, click **New Directory** located in the **Edit** toolbar. A **(New Category)** placeholder will appear on the page.

1. Click the **Edit Pencil** for the **(New Category)**.
2. Click **Edit Directory**. The **Edit Contact Directory** window will appear.
3. Enter a name for your Directory in the **Title** field.
4. You can add a description for the directory in the **Comments** section.

When you are finished setting up your directory, click **Done**. Your directory will now appear on the page.

New Contact

Once you have created directories, you are ready to add individual contacts.

Click **New Contact** located in the **Edit** toolbar. The new contact window will open.

General Tab

Select the appropriate **Category** in which to place the new contact. The category list will show directories that have been added. If you do not wish to place the contact within a category, and instead show immediately upon opening the Contact Directory page, choose **Root Category**.

Next, complete the following necessary contact information:

1. Contact's **Title** (Mr., Ms., etc.)
2. Contact's **First Name**
3. Contact's **Last Name**
4. Contact's **Email Address**. Depending on the settings within Page Settings, the email will either display or show as a **[Contact Me]** link.
5. Contact's **Web Address**, such as a classroom, department, or club page within your district/school site.
6. Contact's **Phone** and/or **Fax** number
7. Contact's **Address, City, State** and **Zip**
8. **Comments** about this contact.

When you are finished setting up your contact, click **Done**. The contact will be added to the directory.

Share Data

The **Share Data** option is a great way to add contacts added to various Contact Directories throughout your district into your contact directory page. This option will allow you to pull contacts from the District, School or Classroom directories directly into your page.

To pull contacts using the **Share Data** feature:

1. Click **Share Data** located in the **Edit** toolbar. The **Share Data** window will appear.
2. The **Summary** tab shows items being pulled from other locations into your Contact Directory.
3. Click the **Pull Data** tab.
4. Navigate through the tier to the Contact Directory you would like to incorporate into your page.
5. Select the check box next to the **Directory** you wish to show.
6. Once you have selected the directories you wish to show, click **Done**.

Import Users

The **Import Users** option allows you to display contacts on the Contact Directory page by pulling a user's information from the user's profile in the User Manager.

To add contacts via this method, click the **Import Users** located in the **Edit** toolbar. The **Import SchoolCenter Users** window will open. You will have the option to import **a single SchoolCenter user** or you can import **multiple SchoolCenter users by Group/Category**.

To import a single user, click **single SchoolCenter user**.

1. To use the basic search to locate the user you want to import, enter the contact's **First Name**, **Last Name**, or **User Name** in the respective fields, and then click **Search**.
2. Click **Add** located to the left of the user's name to add the user to your Contacts.
3. Click **Done**.

The imported contacts will be displayed on your Contact Directory page.

To import a group or category of users, click **multiple SchoolCenter users by Group / Category**.

1. Click **Add** located next to the **User Group** or **User Category** you want to add.
2. Select the **Directory** to which you want to add the selected users.
 - By default, **Keep contact information up to date using SchoolCenter account information** is checked. This option allows the contact within your directory to automatically update if the user changes their information.
3. Click the **Import** button to add the users to the chosen directory. Within the next screen, a confirmation message will appear stating the number of contacts imported.
4. Click the **Add More Contacts** button to repeat the above process, or the **Done** button to finish.

Import File

The Import File option allows you to import users through a .csv file. You can create your own .csv file using the following headings (headings marked with "*" are mandatory):

1. *First Name
2. *Last Name
3. Title
4. Address
5. City
6. State
7. Zip Code
8. Phone
9. Fax
10. Email Address
11. URL
12. Comments
13. *Category

Document Manager

The Document Manager component allows you to upload files to your site that you want to make available for your visitors to download. For example, administrators may want to upload district policies and procedures, and teachers and staff may want to upload permission slips and homework assignments. SchoolCenter recognizes over 350 file types, and the maximum upload size is 100MB per individual file.

Page Settings

Page Settings allows you to customize specific settings for your page.

- To make changes to the title or other settings, click **Page Settings** located in the **Edit** toolbar. The **Page Settings** window will open.

General Tab

On the **General** tab, you can change the **Page Title** or add a **Subdirectory** to the page.

In addition, you can also:

1. Password protect your page in View mode
2. Show a hit counter at the bottom of the page
3. Show descriptions of uploaded files
4. Enable podcast support
5. Allow comments on uploaded files
6. Manually approve comments
7. Select a category sort order
8. Select the default category to display when the page is accessed
9. Show PowerPoint files on your page with the Scribd flash player. This option will convert your .ppt or .pptx files to a clickable slideshow directly on your document manager page. With this option enabled, viewers without Microsoft's PowerPoint Viewer© will still be able to view the file.

Details Tab

The **Details** tab provides the following options:

1. Allow more than one (1) Add picture and text field
2. Allow public to subscribe to the page
3. Allow Public to Print Page
4. Show a Babel Fish translation box
5. Hide the link in the navigation
6. Deny public access to the page
7. Make this page the homepage
8. Move the page to another site>

Meta Tab

In the **Page Keywords** section, enter search words that identify your page. When a user searches these words, your page will be included as a search result. Search results for your page can also be obtained when a user enters a description that matches one that you enter in the **Page Description** section.

Manage Categories

Categories are useful for organizing your documents, and act like virtual file folders. Rather than have all of your documents in the default "My Files" category, you can add as many categories as you like.

Add New Category

To add a new category, click **Manage Categories** located in the **Edit** toolbar. The **Manage Categories** window will open.

To create a new category:

1. Click **Add New**. The **Edit Category** window will open.
2. Type the name of the category in the **Title** field.
3. To create nested categories, you can choose a **Parent** category.
4. You have the option of typing a **Description** for your category. The Description will appear once the category link is clicked on from the Document Manager page.
5. Click **Done** when you are finished.

To create a new category, repeat the above steps.

Edit Categories

To edit a category, click **Manage Categories** located in the **Edit** toolbar. The **Manage Categories** window will open.

To edit a category:

1. Click the title of the category you want to edit. The **Edit Category** window will open.
2. Within the **Edit Category** window, you can change the **Title**, **Parent**, or **Description**.
3. Click **Done** when you are finished.

New Document

To upload documents to a specific category in your document manager, first click the name of the category on the page.

Click **New Document** located in the **Edit** toolbar. The **Upload File** window will open.

Select the upload method you want to use: Enhanced, Standard or Remote File.

Standard Mode

Using the standard mode, you can upload files one at a time.

1. To use Standard Mode, click **Standard Mode** and then click **Select Upload Method**.
2. To add a document from your computer, click **Browse**.
3. Select the document file you want to add by double-clicking it.
4. Click **Upload file**.
5. After your file uploads, you can browse for another file or click **Done**.
6. You can change your file name in the text box provided.
7. Choose the category you want to place the file in by selecting the correct category from the drop-down menu.
8. If you no longer want this document uploaded, click Delete.
9. You can enter a description of your document by clicking the edit icon in the description field, and entering your description in the pop-up window.
10. Click **Done** to save your changes.

Enhanced Mode

Using the enhanced mode, you can upload up to 25 files at once.

Note: To add files using Enhanced Mode, you will need to have Java installed on your machine.

1. Click the **Edit** drop-down menu at the top of the page, then choose **Add New Document**.
2. Click **Enhanced Mode** and then click **Select Upload Method**. It may take a few moments for the Java window to load fully.
3. To add files, click **Add** in the new window. In the file browser that opens, select individual or multiple files. After you have selected your files from the browser, click **Open**. Alternatively, you can open a file browser.
4. Once you have opened the browser and navigated to the files you want to add, simply drag and drop them into the upload window.
5. Once you have dragged and dropped the files you are adding to your page, click **Done**. Wait for the progress bar to complete.
6. In the new window, you can change your file name in the text box provided.
7. Choose the category where you want to place the file by selecting the correct category from the drop-down menu.
8. If you no longer want this document uploaded, select Delete.
9. You can enter a description of your document by clicking the edit icon in the description field, and entering your description in the pop-up window.
10. Once you click **Done**, your files will be added to your page.

Remote Mode

Using the remote mode, you can link to documents located on other websites.

1. Click the **Edit** drop-down menu at the top of the page, then choose **Add New Document**.
2. Click **Remote File**.
3. Click **Select Upload Method** and a new window will open.
4. Choose the category where you want to place the file by selecting the correct category from the drop-down menu.
5. Enter the file's URL in the **File Location** field.
6. Enter the name of the file in the **Name** field.
7. Enter a description of the file in the **Description** field.
8. When you are finished, click **Done**.

View and Download Files

To view a specific file, click the name of the category the file belongs to. If you do not know the category name, click **Select All**. The list of files associated with the category will appear within the table.

Click the name of the file you want to view and/or download. The following file information will appear:

- Category name
- File name
- Date added
- File size
- Download Now link

To download the file, click the **Download Now!** link. Your computer's file download dialog will appear, allowing you to save the file to your computer.

Podcast Settings

A Podcast is an audio or video file that is distributed through subscription over the internet via syndication. While the audio or video file may be available directly from the authors' web page, a podcast uses a third party application to aggregate the files. Within the SchoolCenter software, the Document Manager can be used to create a podcast.

To enable the podcast functionality for the document manager, click **Podcast Settings** located in the **Edit** toolbar. The **Podcast Settings** window will open. Complete the following information:

1. Title: This is the title of your Podcast page.
2. Description: Enter a description for the types of files you are broadcasting.
3. Owner Name: Enter the name of the individual responsible for the podcast page.
4. Owner Email: Enter the email address of the individual responsible for the podcast page.
5. Category: Choose a category from the provided drop-down menu. For instance: Education
6. Sub-Category: Choose a sub-category from the provided drop-down menu. For instance: K-12
7. iTunes URL: Click the iTunes URL link to register the page with iTunes. This will allow your audience to upload the podcasts to an iPod.

Once the setting information has been completed, two options for subscribing to podcast will appear. One is a link for a subscription to the podcast and the other is a link to subscribe through iTunes.

Click the podcast icon and copy the location.



There is a 100MB limit per file in a document manager. Upload files for podcast the same way you would for documents.

iTunes URL

Click the iTunes URL link within the Podcast Settings window. The following information will appear:

1. Please read the Apple Podcast FAQ before submitting your podcast.
2. Click the link to submit your podcast to the iTunes Music Store.
3. It may take 24-48 hours to get a response from iTunes.
You will receive a confirmation email when your podcast has been accepted to the iTunes Music Store. Once you receive your confirmation email, it will contain a link similar to this:
<http://ax.phobos.apple.com.edgesuite.net/WebObjects/MZStore.woa/wa/viewPodcast?id=xxxxxxx>. Copy this URL and place it in the text field from the previous window called iTunes URL.
4. Click **Done**.
5. A new link will appear below your Document Manager linking to your podcast in the iTunes Music Store.

Using the Essential Teacher Site Template

Use the Essential Teacher Site template to help build your Classroom site. This template makes it easy to set up your site quickly, even if you have limited experience. The template basically provides a ready-made Home page with pre-built navigation and an organized collection of powerful SchoolCenter tools. Just follow the in-line instructions and fill in the blanks. There is also a video tutorial and contextual help you get you started and keep you going.

Understanding the Essential Teacher Site Template

The template is meant to help you set up your site easily and quickly and to keep your site professional looking and consistent with other teacher sites at your school. One reason the template is so easy to use is that it walks you through building your site. Here are a few things you should know before trying to add content.

The Menu Bar allows you 3 choices: Edit, Video Tutorial, and Help.

- If you need help to get started watch the **Video Tutorial**.
- If you need help while working in the template click **Help**.
- When you are ready to add content to your site, or edit it, click **Edit**. This activates Edit mode.

When you are in Edit mode, there is help available throughout the template. Areas where you can add or edit content are highlighted with dotted lines. You need to do this to see some of the following features.

- **Navigation links** are pre-set for you; you cannot change these links.
- The **contact information** under the menu bar is also enter for you; again you cannot change this information.
- You can and should edit the **Headline**, Page Title, and Text. These and other content boxes on the page have **contextual help** labeled "i". This provides specific help for that area.
- SchoolCenter's most popular and useful features are already included in the template: the **Calendar**, **Document Manager**, **Photo Album**, **Identity Box** and **Custom Links**. You can alter the content included in these areas, but you cannot remove the features.
- The **Preview Now** button allows you to see what your site will look like when posted.

Adding Content to the Essential Teacher Site Template

Follow this path to start work:

1. Start on Your Site Home Page
2. Menu Bar
3. Edit

Adding Titles and General Content

When you activate edit mode in the template, the areas of the Home page that allow you to add or edit content are highlighted with a dotted lines.

1. Click the **Header** text box or the **Edit Pencil** icon. Highlight the sample text. Enter your own header.
2. On the far right of the header text box, highlight and change the **Contact Information** to make it your own.
3. Click the **Page Title** text box or the Edit Pencil icon. Highlight the sample text. Enter your own page title.
4. Click the **Information** content box or the Edit Pencil icon. Highlight the sample text. Enter your own content.
5. Click the **Preview Now!** button to see your work, but remain in Edit mode.

Adding or Changing Events in the Events Calendar

The template includes an Events Calendar which is pre-populated with standard holidays. You can add your own events and make the specific to individual classes.

1. Click the **New Class** icon and add classes to the **I would like to view** drop-down list. Adding specific classes to the lists allows you to narrow the events shown in the Event Calendar.
The default settings for both the event calendar and the document manager is **All Classes**. When All Classes is selected the calendar and document manager show all events and documents.
2. Select a class from the **I would like to view** drop-down list to add, change, or remove events that pertain to a specific class. The Event Calendar header reflects the selected class.
3. Click the **Event Manager** icon.
4. Select **New Event** from the drop menu. The New Event window opens. There are multiple tabs available to add or change details for your event. Details include time and date, recurrence, and other pertinent information.
5. Click **Done** to complete the calendar entry.
6. Click the **Preview Now!** button to see your work, but remain in Edit mode.

Adding Documents and Files to the Document Manager

You can add documents and other files to your Home page using the Document Manager. The Document Manager makes documents and other files available to All Classes or specific to individual classes.

1. Click the **New Class** icon and add classes to the **I would like to view** drop-down list. Adding specific classes to the lists allows you to narrow the documents shown in the Document Manager.
The default settings for both the event calendar and the document manager is **All Classes**. When All Classes is selected the calendar and document manager show all events and documents.
2. Select a class from the **I would like to view** drop-down list to add or remove documents that pertain to a specific class. The Document Manager header reflects the selected class.
3. Click the **Document Manager** icon.
4. Select **New Document** from the drop menu. A window opens to upload documents.
5. Select **Standard Mode** and **Select Upload Method**. The upload window opens.
6. Click **Browse** to locate a document or file and upload it.
7. Click **Done**. A window opens for you to name and describe the document.
8. Change the document name if desired in the **Filename** field.
9. Select a **Category** to organize documents so users can find them easily..
10. Add a brief **Description** to further identify the document. This description shows in the Document Manager.
11. Click **Done**. The document is added to the Document Manager.
12. Click the **Preview Now!** button to see your work, but remain in Edit mode.

Adding an About Me Profile

Your Home page has an About Me Section where you can add your picture and some personal information.

1. Click the **About Me** content box or the **Edit Pencil** icon. Highlight the sample text. Enter your personal information.
2. Click the **Photo** icon. Choose **Add Image** from the drop menu. An image upload window opens.
3. Click **Browse** to locate an image to upload it.
4. Click **Done**. The image is displayed in the About Me box.
5. Click the **Preview Now!** button to see your work, but remain in Edit mode.

Adding Images to My Photo Album

Your Home page has access to a photo album to collect images. You can display thumbnails of these images in the My Photo Album box.

1. Click the **My Photo Album** icon. A drop-down menu opens.
2. Click **Add Image**. An image upload window opens.
3. Click **Browse** to locate an image to upload it.
4. Click **Done**. The image is displayed in the My Photo Album box.
5. Click the **Preview Now!** button to see your work, but remain in Edit mode.

Adding Links to Useful Links

Your Home page allows you to create a list of active links to complement your site content.

1. Click the **New Link** icon. A drop-down menu opens.
2. Click **Add Link**. The Edit Content Box opens.
3. Click the **Add Link** button. This adds rows to the Links table.
4. Add the URL for the link in the **Link** field.
5. Name the link in the **Link Name** field. This is the name that shows in the Useful Links box. Make the name appropriate so users understand the link contents.
6. Click the **Open New Window** check box to display the link in its own window.
7. Click **Done**. The link is displayed in the Useful Links box.
8. Click the **Preview Now!** button to see your work, but remain in Edit mode.

The Essential Teacher Site Template

Use the Essential Teacher Site Template to help build your Classroom site. This template makes the task of developing a professionally designed, easy-to-navigate site simple and quick, even with limited experience. It provides simple in-line editing, robust tools like the calendar and document manager, and pre-set navigation.

Essential Teacher Site Tool Overview

- **Intuitive icons** and **inline instructions** make it easy to identify what goes where.
- **Contextual help** is available if needed.
- **Navigation links** are pre-set for you.
- SchoolCenter's most popular and useful features are already included in the template: the Calendar, Identity Box, Document Manager, Photo Album, and Custom Links.
- The **Identity Box** mimics those found in social media sites. You can add your picture and relevant information.
- The **Photo Album** provides thumbnail images which can be linked to complementary information.
- One click allows you to add **Custom Links** to content or sites.
- The **Events Calendar** that is pre-populated with standard holidays. You can add your own events as well.
- The **Preview Now** feature allows you to see what your site will look like when posted.

Using the Essential Teacher Site Template

Use the Essential Teacher Site template to help build your Classroom site. This template makes it easy to set up your site quickly, even if you have limited experience. The template basically provides a ready-made Home page with pre-built navigation and an organized collection of powerful SchoolCenter tools. Just follow the in-line instructions and fill in the blanks. There is also a video tutorial and contextual help you get you started and keep you going.

Understanding the Essential Teacher Site Template

The template is meant to help you set up your site easily and quickly and to keep your site professional looking and consistent with other teacher sites at your school. One reason the template is so easy to use is that it walks you through building your site. Here are a few things you should know before trying to add content.

The menu bar allows you 3 choices: Edit, Help, and Tutorial.

- If you need help to get started watch the **Tutorial**.
- If you need help while working in the template click **Help**.
- When you are ready to add content to your site, or edit it, click **Edit**. This activates Edit mode.

When you are in Edit mode, there is help available throughout the template. Areas where you can add or edit content are highlighted with dotted lines. You need to do this to see some of the following features.

- **Navigation links** are pre-set for you; you cannot change these links.
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- You can and should edit the **Headline**, Page Title, and Text.
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- The **Preview Now** button allows you to see what your site will look like when published.

Adding Content to the Essential Teacher Site Template

Follow this path to start work:

1. Start on Your Site Home Page
2. Menu Bar
3. Edit

Adding Titles and General Content

To edit and area, click on it or click the pencil icon next to it.

1. Click the **Header** text box or the **Edit Pencil** icon. Highlight the sample text. Enter your own header.
2. On the far right of the header text box, highlight and change the **Contact Information** to make it your own.
3. Click the **Page Title** text box or the Edit Pencil icon. Highlight the sample text. Enter your own page title.
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2. Select a class from the **I would like to view** drop-down list to add, change, or remove events that pertain to a specific class. The Event Calendar header reflects the selected class.
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2. Select a class from the **I would like to view** drop-down list to add or remove documents that pertain to a specific class. The Document Manager header reflects the selected class.
3. Click the **Document Manager** icon.
4. Select **New Document** from the drop menu. A window opens to upload documents.
5. Select **Standard Mode** and **Select Upload Method**. The upload window opens.
6. Click **Browse** to locate a document or file and upload it.
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3. Click **Browse** to locate an image to upload it.
4. Click **Done**. The image is displayed in the About Me box.
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1. Click the **My Photo Album** icon. A drop-down menu opens.
2. Click **Add Image**. An image upload window opens.
3. Click **Browse** to locate an image to upload it.
4. Click **Done**. The image is displayed in the My Photo Album box.
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Your Home page allows you to create a list of active links to complement your site content.

1. Click the **New Link** icon. A drop-down menu opens.
2. Click **Add Link**. The Edit Content Box opens.
3. Click the **Add Link** button. This adds rows to the Links table.
4. Add the URL for the link in the **Link** field.
5. Name the link in the **Link Name** field. This is the name that shows in the Useful Links box. Make the name appropriate so users understand the link contents.
6. Click the **Open New Window** check box to display the link in its own window.
7. Click **Done**. The link is displayed in the Useful Links box.
8. Click the **Preview Now!** button to see your work, but remain in Edit mode.

Forms

Forms provide visitors with a way to contact you, and provide you with information you need. The SchoolCenter Form page helps you create forms for any need. The Forms page toolbar offers intuitive tools to help you create simple forms quickly, and complex, customized forms, with minimal experience and effort. These tools also provide you the ability to access and use, or to re-invent, one of the ready-to-use form templates. With just a few clicks, you determine how you want to handle information gathered from forms. Adding forms to your site is a 3-part process

1. Add a Form page
2. Set Form Page settings
3. Create the actual form

A form is ready to collect, store, and email information as soon you complete the set up.

Adding a Form Page

A Form page is not a useable form until you add the actual components that make up the form. To add a Form page to your site:

1. Go to the site or Section List where you want to add the page.
2. Click **Edit**. The **Edit** toolbar opens.
3. Click **New Page**. A window opens with a list of the available SchoolCenter pages.
4. Select **Form** from the list and click **Add Page**. The **Page Settings** window opens.
5. You must enter an address in the **Email Address** field on the **General** tab for the form to function. This address indicates where information entered in the form is sent/collected.
6. Click the tabs at the top of the window to enter the page name, functionality, design, and layout choices, as well as searchable meta tags.
7. Click **Page Design** in the lower left of the window to access page design features, and adjust the page design if desired.
8. Click **Done** to save the new form.

Page Settings for Form Pages

Clicking the **Page Settings** option in the **Edit** toolbar allows you to change settings on any page type. Page Settings offers three types of settings: General, Details, and Meta. For the most part, the Details and Meta tabs (and the available settings on these tabs) remain consistent between page types; you choose to add them to a page or not. However, settings on the General tab vary dramatically between page types.

Unique settings on the Forms page General tab include:

Storage Options

Use Storage Options to save information collected from forms on your site. Form "submissions" are stored as "messages." Save messages for review online, or export as a .csv file for use in a spreadsheet. Set up the system to email a notification when visitors complete a form or send a submission's entire content to you.

1. Click the **Store Data drop-down** menu.
2. Select the **Store Data** option to store submissions, or click **Do Not Store Data**. Storing Data is highly recommended to avoid losing submission content if the email containing it is lost.

Email Options

Use Email Options to direct the system to send email notifications, or the full content from submissions, to a specific email address.

1. Click the **Email Options drop-down menu**.
2. Select **Send notification** or **Send submitted content** in order for the system to notify and/or send submissions by email. Selecting **Send submitted content as a .csv file** sends the file in comma separated format for use in a spreadsheet.
3. If you select **Do not send email**, the submission is stored for review online.

File Attachment Options

Use File Attachment Options to allow users to include attachments with their submission / message. When file attachment options are activated, the form page provides an attachment feature for users. An excellent reason to allow attachments is using a form as a "homework drop box." The ability to add an attachments allows students to submit homework assignments. With File Attachment enabled, a form page includes a link for users to attach files.

1. Click the **File Attachment Option drop-down menu**.
2. Select **Allow visitors to attach files**. Selecting **Allow authenticated visitors...** requires visitors to verify their email address to avoid spamming.

Show content of submitted form on post-submission page.

Use the **Show content of submitted form on post-submission page check box** to provide consolidated form content on the confirmation provided when visitors complete a form.

Require Verification from public users

Use the Require Verification... check box to require visitors to type a random string of characters generated by the system to verify a person is accessing the site and completing the form. (See CAPTCHA for more information). Verification cuts down on SPAM received at the email address set up to receive completed submissions.

Creating a Post-Submission Page

After visitors complete a form, SchoolCenter shows a confirmation page to acknowledge the form was submitted. You have the ability to change the page that visitors see after submitting a message through the contact form. Add the **Post-Submission Page** from the **Forms** toolbar and then edit the page like any other.

Adding the Post Submissions Page

To add a page to acknowledge submitted forms:

1. After completing and saving a Form page, click **Edit Post-Submission Page**. The Post-Submission page opens.
2. Click the content box.
3. Add content: text, images, or audio to the box.
4. Click **Save** to return to the Post Submission page.
5. Click **Return to Form** at the bottom to save the page and return to the Form page.

Handling Collected Form Information

The purpose of creating a form is collecting information from visitors and using that information. SchoolCenter, by default, collects information which can be emailed to you, read on line, or exported and saved as a .csv file.

Receiving Emails Regarding Forms

When setting up a Form page you must enter an email address in Page Settings. This allows you the option of receiving notifications or full form content when visitors complete the form. The system also stores this information and allows you read it on your site or from a saved file. These saved files easily export for use and manipulation in spreadsheets.

Setting Up a Forms to Email Notification or Form Content

1. When creating a **Forms** page the system automatically opens **Page Settings**. Go to an existing Form page, click **Edit**, and then click **Page Setting** to change current settings.
2. In the **Email Address** box enter or change the email address to receive email notifications or full form content.
3. Select **Do not store data** or **Store data** from the **Storage Options** drop-down menu. If you choose **Do not store data**, the system deletes the message once read.
4. Select an option from the **Email Options** drop-down menu to receive an email notification when visitors complete the form. Other choices allow you to receive full form content or receive the content as a .csv file.
5. Allow visitors to add attachments or not by selecting an option from the **File Attachment Options** drop-down menu.
6. Select the **Show content of submitted...** check box to show the consolidated form content on the confirmation page (**Post-Submission** page) visitors receive after completing a form.
7. Select the **Require Verification...** check box to require visitors to verify their email address. Verification helps eliminate spam.
8. Click **Done** to return to the Forms page.

Checking Form Responses

The information collected using forms is stored in SchoolCenter as data responses, also referred to as messages.

Checking Form Response Data or "Messages"

To check response data:

1. Go to the **Form** page where you want to check visitor messages.
2. Click **Edit**. The **Edit** toolbar opens. This indicates **Edit Mode** is activated.
3. Click **Response Data** to review any data / messages and their content. This option only shows on the toolbar when there are saved messages. The number beside Response Data indicates the number of saved messages. The Response Data window opens.
4. You can review response data in 3 different views to suit your needs: **List**, **Table**, or **Chart**. Select a tab to select a view. The system presents all responses newest to oldest (The total number of responses is included at the top of the window.)
5. Enter a **date range** to narrow the number of responses shown or to include responses submitted in a particular period.
6. Click the **Export icon** to export the data in .csv format or click **Print** to print the data in the format selected.

Views for Reviewing Response Data from Forms

SchoolCenter not only collects responses from forms, but allows you to manipulate and format the data to suit your needs. You can narrow information to a specific date range and then view data in 1 of 3 different views.

List tab

- Shows form components and responses
- Shows the date the response was submitted
- Responses are listed newest to oldest response
- Select a date range to omit old responses or to narrow the list to a specific time period
- Text presentation format
- Roll up individual responses (click arrow right top of each response) to minimize space
- Delete individual responses, selected responses, or all responses
- Printable

Table tab

- Shows form components in columnar format - columns are sortable (click header)
- Shows the date the response was submitted
- Select a date range to omit old responses or to narrow the list to a specific time period
- Text format
- Data cannot be deleted from the table
- Export in .csv format
- Printable

Charts tab

- Shows each response as a chart if applicable
- Select chart type
- Responses shown as a percentage based on the total number of responses
- Total responses shown for each question
- Does not show the date the response was submitted
- Response dates are irrelevant since information is compiled and shown in relation to all responses
- Select a date range to omit old responses or to narrow the list to a specific time period
- Graphed presentation format
- Roll up graphic depiction of responses to individual questions (click arrow right top of each response)
- Printable

Creating Forms

The SchoolCenter Forms page helps you create forms for any need. Adding forms to your site is a three part process:

1. Add a Form page
2. Set Form Page settings
3. Create the actual form

A form is ready to collect, store, and email information as soon you complete the set up.

Creating a Form

To create a form, you must add a Form page to your site. When the Form page opens, add components to the page to create the actual form. To add components to a Form page:

1. Open a Form page and click **Edit** to open the edit toolbar.
2. Click **New Content Box** to place a title, text, instructions, and/or an image at the top of the form. A Content Box is not required, and it does not affect the form's functionality, but helps visitors understand the form, and how to use it. Click **Save** to add this content to the form.
3. Click **Edit Form**. The **Form Edit** box opens. Choose options from the **Quick Format** drop-down menu (basic form components) and the Forms toolbar (more complex form components) to create a custom form. Choose an option from the **Add Template** drop-down menu to select from a number of ready-to-use forms. After choosing an option, the form appears in the **Edit Form** box on the Form page.
4. Scroll to the bottom of all components listed in the Form Edit box to find the last component added to the form.
5. Hover over a component. A gray background highlights the component.
6. Click anywhere on the component to open it.
7. Enter settings for the form component. (Specific instructions follow).
8. To add more components to the form, choose another component from the **Quick Format** menu or the Forms toolbar. The system always adds new components at the bottom of the form.
9. Dragging and dropping components anywhere in the form to re-positions them.
10. Click **Done** to save the new form.

Entering General Settings for Form Components

Most form components (pieces used to construct a form) allow you to name the component, make the component required for visitors to complete the form, set parameters for the form, and provide a description of the form that is shown below the component on the form page. The following instructions apply to all form components. The table that follows gives additional instructions for specific components.

1. Click an option on the Form toolbar or in the **Quick Format** menu. The system enters the component at the bottom of the active **Form Edit** box.
2. Click anywhere in the component box in the **Form Edit** box. An edit box for the component opens.
3. Highlight the text in the field at the top of the box. This text describes the open component.
4. Rename the component if desired. For example, if you choose the **Full Name** component, you might rename it Child's Full Name.
5. Check the **Required** check box if visitors must enter this information to complete, submit, and close the form.
6. Type a description of the requested information (or instructions for completing this field) in the **Description** field. This text is placed underneath this component on the form. You will not see this description until you save the form.
7. Click outside the active **Form Edit** box to add a new component.
8. Click **Save**.

Heading

Use the Heading option to add titles to sections of a form. Headings can be used at the top of the form, but header text cannot be formatted. A better choice to title forms and provide instructions is by adding a Content Box at the top of a form.

Text Box and Text Area

Use the Text Box and Text Area options to add fields for visitors to enter text. Adding a Text Box field provides a small field for entering text. Adding a Text Area field allows visitors to enter more text. Using text areas allows visitors to provide unrestricted content, but it means each text entry must be read, and may not provide the precise information expected. Using "pick" options like radio buttons and check boxes allows for limited choices but does limit and direct responses toward the kind of answers you need.

Drop Down

Use the Drop Down option to provide visitors one choice from several items. A drop-down menu acts like a radio-button list, but looks different on the page. Drop-down menus conceal choices until visitors click on the down arrow next to the field, and expand the choices. Radio-button choices are always visible. Drop-down menus work well for long lists because the long list rolls up to a single line when not in use. To create additional settings in the Drop Down component:

1. Click **Edit** (on the upper right). The **Edit Options** pop-up window opens.
2. Click an **Option** line and enter an option name/description in the list.
3. Click **Add Option** to include more than four options to the list.
4. Click **Done** to set the list. The system returns you to the **Drop Down** component box.

Radio Button

Use the Radio Button option to provide visitors one choice from several items. A radio-button list acts like a drop-down menu, but remains in full view at all times. Use radio-button lists if the list of available choices is short. To create additional settings in the Radio Button component:

1. Click **Edit** (on the upper right). The **Edit Options** pop-up window opens.
2. Click an **Option** line and enter an option name/description in the list.
3. Click **Add Option** to include more than four options to the list.
4. Click **Done** to set the list. The system returns you to the Radio Button component box.
5. Click **Options p / line** and choose a number of options to be included on a single line.
6. Check the **Other Option** check box to make the last radio button "Other", with a field for visitors to enter text to describe "Other".
7. Click outside the **Radio Button** component box to save the settings and add another component, or **Save** (upper right of the Form Page) the form.

Check Box

Use the Check Box option to provide visitors a choice with the option of selecting more than a single item. Visitors may select as many boxes as they like.

- Refer to the instructions for additional settings for Radio Button lists, to enter Check Box settings.

Quick Format

Use Quick Format options to enter basic form components like name, address, and phone quickly and easily. Most of these components require general set up and no additional settings.

Full Name

Full name adds three fields for visitors to enter their first name, middle initial, and last name.

Phone Number

Phone number adds three fields for visitors to enter their phone number including: area code, prefix, and last four digits.

Email Address

Email Address adds fields for visitors to enter their email address and a second reply address.

Address

Address adds two fields for visitors to enter their street address, one field for city, a drop-down menu for selecting the state, and a field for the ZIP code.

State List

State List adds a drop-down box / menu pre-populated with the two-digit abbreviation of each of the United States.

School List

School List adds a drop-down box /menu pre-populated with each of the schools in your district (as entered on the Schools Section List page).

Year List

Year List adds a drop-down box / menu pre-populated with each year from 1908 to 2033.

Date

Date adds a field to allow visitors the ability to manually enter a date, or to select it from a calendar pop-up.

Time

Time adds a field to allow visitors to enter a requested time in a specific format. The format required is hh:mm am / pm. The system rejects dates entered in the wrong format and asks visitors to re-enter the date properly.

Gender

Gender adds radio buttons to allow visitors to choose Male or Female.

Ranking

Ranking adds a group of radio buttons to allow visitors to rank various options. Select the number of items to be ranked, as well as, the number of rankings offered (up to 10). Additional settings in the ranking component:

1. Click the **Edit button** (upper right). The **Edit Options pop up window** opens.
2. Click an **Option line** and enter an option name / description in the list.
3. Click **Add Option** to include more than 4 options to the list.
4. Click **Done** to set the list of items to rank. The system returns you to the Ranking component box.
5. Click **Scale** and choose a scale of 1-10 to rank items in the list.
6. **Description** is not required, but allows you to define the high and low ends of the scale.
7. Click outside the **Ranking component box** to save the settings and add another component, or **Save** (upper right of the Form Page) the form.

Special

Use Special Options to enter formatting and tools to a form.

Submit

Submit adds a **Send Now** button wherever entered in the form. Enter a submit button at the beginning and end of forms for convenience, and to remind people that they must send the form. The Submit component shows up in the Form Edit box as the Send Now button.

Line Break

Line Break adds a horizontal line to the form. Use this line to separate sections of the form, a survey, or a questionnaire.

Page Break

Page Break inserts a page break when convenient or desired.

Comment

Comment provides a field for Visitor cannot respond to the Comment field. Insert a Comments field to provide information or directions for visitors.

Tips for Creating Forms

The Forms page offers many ready-to-use, pre-built forms to be used as-is or to be enhanced and re-arranged to fit your specific needs. Intuitive tools on the Form Page toolbar help you re-invent these templates or create customized forms to collect and compile specific information from visitors. If time or experience is an issue, form templates allow you to get a variety of forms up quickly. But...with a little time and thought you can create fully customized forms that save your team time, effort, and resources while collecting large amounts of valuable information.

A Little Planning Helps

Before creating your form make a few notes about how visitors navigate and complete the form, any information or directions needed with the form, deadlines for completing the form, how information is collected from the form, and what information needs to be collected. A little planning before designing a form usually shows in the readability and ease-of-use for visitors and the validity and usefulness of the information collected. One great feature of the Forms page: making changes to a form is quick and easy to do.

A few planning tips:

- To create a form quickly, use one of the pre-built forms in **Add Template** (toolbar option).
- To make sure your form asks the right questions, use **Add Templates** to see and select one of the pre-built form templates.
- To make a form easy to recognize and use, add a **Content Box** (toolbar option) at the top of the form. Enter a title, image, and / or instructions.
- To get complete contact information: Use **Add Template** (toolbar option) to start with a complete form or start adding form components from the **Quick Format** menu. Make important contact information fields **required fields**. Check the **Required check box** while setting up a form feature.
- To ensure visitors provide specific information, check the **Required check box** while setting up a form feature. This requires visitors to provide the requested information to complete the form.
- To make sure visitors understand what you want or how to complete a particular part of a form, enter instructions or a complete description of the option in the **Description field** while setting up a form feature. The finished form shows this description or these instructions under that part of the form.
- To get concise, concrete, and specific answers from visitors, provide limited, but specific answers for form questions by setting up limited choices and restricting the answers provided.
 - Use the **Radio button feature** to allow visitors a single choice from several options
 - Use the **Check box feature** to allow visitors to select several choices from several options
 - Use the **Drop-down menu feature** to allow visitors to select a single choice.

Handling Collected Form Data

The purpose of creating a form is collecting information from visitors and using that information. SchoolCenter, by default, collects information which can be emailed to you, read on line, or exported and saved as a .csv file.

Receiving Emails Regarding Forms

When setting up a Form page you must enter an email address in Page Settings. This allows you the option of receiving notifications or full form content when visitors complete the form. The system also stores this information and allows you read it on your site or from a saved file. These saved files easily export for use and manipulation in spreadsheets.

Setting Up a Forms to Email Notification or Form Content

1. When creating a **Forms** page the system automatically opens **Page Settings**. Go to an existing Form page, click **Edit**, and then click **Page Setting** to change current settings.
2. In the **Email Address** box enter or change the email address to receive email notifications or full form content.
3. Select **Do not store data** or **Store data** from the **Storage Options** drop-down menu. If you choose **Do not store data**, the system deletes the message once read.
4. Select an option from the **Email Options** drop-down menu to receive an email notification when visitors complete the form. Other choices allow you to receive full form content or receive the content as a .csv file.
5. Allow visitors to add attachments or not by selecting an option from the **File Attachment Options** drop-down menu.
6. Select the **Show content of submitted...** check box to show the consolidated form content on the confirmation page (**Post-Submission** page) visitors receive after completing a form.
7. Select the **Require Verification...** check box to require visitors to verify their email address. Verification helps eliminate spam.
8. Click **Done** to return to the Forms page.

Checking Responses Collected from Forms

The information collected using forms is stored in SchoolCenter as data responses (also referred to as "messages").

Checking Form Response Data or "Messages"

To check response data:

1. Go to the **Form** page where you want to check visitor messages.
2. Click **Edit**. The **Edit** toolbar opens. This indicates **Edit Mode** is activated.
3. Click **Response Data** to review any data / messages and their content. This option only shows on the toolbar when there are saved messages. The number beside Response Data indicates the number of saved messages. The Response Data window opens.
4. You can review response data in 3 different views to suit your needs: **List**, **Table**, or **Chart**. Select a tab to select a view. The system presents all responses newest to oldest (The total number of responses is included at the top of the window.)
5. Enter a **date range** to narrow the number of responses shown or to include responses submitted in a particular period.
6. Click the **Export icon** to export the data in .csv format or click **Print** to print the data in the format selected.

Views for Reviewing Response Data from Forms

SchoolCenter not only collects responses from forms, but allows you to manipulate and format the data to suit your needs. You can narrow information to a specific date range and then view data in 1 of 3 different views.

Data Views

List tab

- Shows form components and responses
- Shows the date the response was submitted
- Responses are listed newest to oldest response
- Select a date range to omit old responses or to narrow the list to a specific time period
- Text presentation format
- Roll up individual responses (click arrow right top of each response) to minimize space
- Delete individual responses, selected responses, or all responses
- Printable

Table tab

- Shows form components in columnar format - columns are sortable (click header)
- Shows the date the response was submitted
- Select a date range to omit old responses or to narrow the list to a specific time period
- Text format
- Data cannot be deleted (all or in part) from the table
- Export in .csv format
- Printable

Charts tab

- Shows each response as a chart (bar or pie) if applicable
- Select chart type (click bar or pie icon top left of response box)
- Responses shown as a percentage based on the total number of responses
- Total responses shown for each question
- Does not show the date the response was submitted
- Response dates are irrelevant since information is compiled and shown in relation to all responses
- Select a date range to omit old responses or to narrow the list to a specific time period
- Graphed presentation format
- Roll up graphic depiction of responses to individual questions (click arrow right top of each response)
- Printable

Forum Pages

Within the Forum page, visitors can participate in a variety of category-based discussions. A Forum is the most advanced discussion method.

Page Settings

You can change the Page Settings by clicking **Page Settings** located in the **Edit** toolbar.

General Tab

- You have the option to change the **Page Title** by entering a new title within the text field. This change will reflect within your navigation.
- The **Subdirectory** field allows you to create a short URL to the page. For example, by adding the word "elementary" for your Elementary School home page, the URL will become <http://yourdomain.com/elementary>.
- Selecting **Password protect this page in View mode** will require users to enter a username and password in order to access the page.
 - **Username:** This is a generic username that all page visitors will use.
 - **Password:** This is a generic password that all page visitors will use.
- Selecting **Show hit counter** will display a hit counter at the bottom of the page. You can also **Prime the Counter**, so the counter does not start at "0".
- By entering an **Email Address**, you can receive notifications of posts to your Forum.
- You have the option to choose between 1 and 100 **Threads Per Board** and **Posts Per Thread**.
- Selecting **Manually approve posts** will require you to approve any visitor posts prior to it showing live on your page.
- Selecting the **Require Verification** option will place a CAPTCHA on your page. Any visitor posting to your forum page will be required to enter a code in order to proceed with the post.
- You can also **Allow anonymous users to use Advanced Content Editor**. An "anonymous user" is any visitor to your site who is not logged into the SchoolCenter.

Details Tab

- You have the option to **Syndicate this page with RSS**. This will allow visitors to subscribe to the page through an RSS reader by clicking the RSS link at the bottom of the page.
- You can add multiple content boxes by clicking the **Allow more than one (1) Add picture and text** option.
 - You also have the option to **Use newsletter style scrapbook instead of Add picture and text**. This will allow you to use Newsletter Boxes instead of Content Boxes on the page.
- You have the option to **Allow public to subscribe to this page**. This option will display a **Subscribe** link at the bottom of the home page.
- You have the option to **Allow Public to Print Page**. This option will display a **Print Page** link at the bottom of the page.
- You have the option to **Show Babel Fish language translation box** at the bottom of the page. This will allow visitors to translate the text within the page using Babel Fish.
- You have the option to **Hide link in navigation**.

- You have the option to **Deny public access to [Page Name]**. By choosing this option, only those who are logged into your site will be able to access this page.
- You have the option to choose **Make this page the homepage**.
- You can also choose to **Move this page to another section**.

Meta Tab

The Meta Tab allows you to enter information for search engines, such as Google, to find your page easier. Information entered into the keywords fields needs to be comma separated.

- You have the option to enter **Page Keywords**. These are key words a visitor may use to search for your page.
- You have the option to enter a **Page Description**. This is the information a search engine will display within the search results.

Layouts Tab

The Layouts tab allows you to choose from three (3) available discussion methods. For more information on each type of page, see each page's specific tutorial. By default, Board will be selected. However, you can also choose from Blog or Guestbook.

Manage Categories

Categories allow you to separate your forums more clearly by creating specific areas for topics of discussion. To manage categories in your forum, you must first be in edit mode. Click **Manage Categories** located in the **Edit** toolbar. The Manage Categories window will open.

New Category

1. To add a new category, click **New**.
2. Enter a **Title** for your new category.
3. When you are finished, click **Done**.
4. Your new category will be shown within the Categories list.
5. You can add as many new categories as you like.

Edit Category

1. Click the **Edit Pencil** to edit the category name.
2. Click the **Done** or **Save** buttons to complete your change.

Category Information

Click a **Category** link. You will see a list of **Boards** that belong to the category, the number of **Threads** in each board, and an option to **Edit** the board.

Boards

Your Forums page can contain multiple boards per category. This allows for more robust and varied conversations for each main topic. There are two ways you can add a Board:

- Click **New** located in the **Manage Categories > Category Link** window.
- Click **New Board** located in the **Edit** toolbar.

New Board

To start adding a new board, click **New Board** located in the **Edit** toolbar. The **New Board** window will appear.

General Tab

1. Select the **Category** your board will belong to.
2. Next, enter a **Title** and **Description** for your new board.

Options Tab

Within the **Options** tab, you can:

1. Allow **Anonymous users to view threads in this board**. This will allow visitors who are not logged into your site to view your forum.
2. Allow **Anonymous users to post threads in the board**. This will allow visitors who are not logged into your site to post comments to your forum.
3. Allow **Authorized users to create threads in this board**. This will allow users who are logged in the ability to use the Advanced Content Editor to format and edit their posts.
4. When you are finished, click the **Done** button. The **Edit Category** window will appear.

View Board

Within the **Edit Category** window, your boards will be listed. Each board will show the amount of threads it contains.

1. Click the **Edit** pencil to edit the Board's **Category**, **Title** or **Description**.
2. You can **Add**, **Delete**, and **Sort** the order of your **Boards**.
3. You also have the option to **Cancel** your changes.
4. When you are finished, click the **Done** button. The categories will be displayed.

View Categories

- Click a **Category** link to view a list of all the boards within.
- Click the **Done** button. The board you created will appear on your page.

Edit Board

You can Edit your board at any time.

1. Hover your mouse over the Board you wish to edit.
2. Click the **Edit Pencil**.
3. Select **Edit Board**.

Delete Board

1. Hover your mouse over the Board you wish to delete.
2. Click the **Edit Pencil**.
3. Select **Delete Board**. A confirmation window will appear.
4. Click the **OK** button to confirm deletion.

Threads

A Thread is a set of posts on a board, comprised of an initial post about a topic and all responses to it. There are three ways to post to a forum. You may create a new thread, post a reply to a thread, or quote a previous post.

Creating a New Thread

1. Click the **Board title** for which you would like to create a thread.
2. Click **[New Thread]**. The **New Thread** window will open.

General Tab

1. The **Name** field will automatically display the username of the person creating the thread.
2. Enter a **Title** for your thread; for instance, "My Favorite Book".
3. If you wish to change which board the thread will appear, select a **Board** from the drop down menu.
4. Choose the **Type** of thread you are creating.
 - **Normal**: Threads will appear in chronological order, oldest on the bottom.
 - **Sticky**: A Sticky thread will stay at the top of the postings. All other threads will appear in chronological order below the Sticky thread. Only the page owner can create this thread type.
 - **Announcement**: A thread marked as Announcement will appear above all other threads. Only the page owner can create this thread type.
5. The next thread option is choosing a thread **Status**. From the drop-down menu, select **Normal** or **Locked**.
 - A **Normal** thread is open for others to post comments.
 - A **Locked** thread prevents anyone from posting to the thread. If a thread wanders off topic, or becomes continually inappropriate, it is necessary to lock it to prevent further postings. The thread will no longer accept posts.
6. Enter your message in the text box provided or choose the Advanced Content Editor for more options, such as font colors, sizes, and alignments. The Advanced Content Editor can also be used to add links and images.

Styles

To modify the appearance of your text without using the Advanced Content Editor, click the **Styles** tab.

1. Choose the **alignment**, **font size**, and **font color**.
2. Select the **Border** box to open the border options. Choose the desired border color from the Color Picker and border size from the drop-down menu.
3. Select the **Background Color** box to open the color options and choose the desired background color for this text field from the drop-down menu.
 - Click the empty Color square in each to open the Color Picker.
 - Move the cursor over the Color Picker and select the color by clicking in the desired color's circle. You will see your choice show up in the Color box.
4. When you have completed entering information, click **Done**. If you enabled **Approve Posts** in page settings, you will have to approve messages posted by anyone other than you before it will be published on the page.

Replying to a Message

1. To post a reply within a thread, click **[Reply]**. The reply window will open.
2. Click **Done** to post your message when you have finished creating the reply.

Quoting a Message

Often, especially in busy threads, it is helpful to clarify your response by quoting the message you are responding to.

1. In the upper right corner of each post is a Quote link. To respond to the message using quoted text, click this link.
2. A new window will open that is similar to the **Posting a Message** window. In the message box, the message you quoted will appear first. Enter your reply below the quoted text. Even though you have quoted text, you may still use the Advanced Content Editor to style your text.
3. Click **Done** to post your message when you have finished creating the reply.
4. The quoted text is clearly separated from you message.
5. Anonymous Users and Web Users
6. The message window for an anonymous user or Web User has fewer options.
7. Anonymous users can enter a name in the name field and enter a message by entering text in the **Message** box or by using the Advanced Content Editor (if enabled in page settings).
8. Click **Done** to post the message.

Visitor Accounts

Visitor Accounts allows public users to create accounts in order to post comments on various pages throughout your site. Visitor Accounts do not have editing rights within the software other than posting comments to pages such as the Blog or Forum, or creating a customized calendar view using the My Calendar feature. For information on managing Visitor Accounts, please visit the Managing Visitor Accounts Tutorial.

Guestbook

The Guestbook feature can be used by visitors to leave a message after visiting your website. The page options are the same as the Forum and Blog formats, but the layout is different. The Guestbook layout is simply an area for visitors to leave messages.

Page Settings

You can change the page settings by clicking **Page Settings** located in the **Edit** toolbar.

General Tab

1. You have the option to change the **Page Title** by entering a new title within the text field. This change will reflect within your navigation.
2. The **Subdirectory** field allows you to create a short URL to the page. For example, by adding the word "elementary" for your Elementary School home page, the URL will become <http://yourdomain.com/elementary>.
3. Clicking the **Password protect this page in View mode** option will require users to enter a username and password in order to access the page.
 - **Username:** This is a generic username that all page visitors will use.
 - **Password:** This is a generic password that all page visitors will use.
4. Clicking the **Show hit counter** will display a hit counter at the bottom of the page. This will also allow you to **Prime the Counter**, so the counter does not start at "0".
5. By entering an **Email Address**, you can receive notifications of posts to your Forum.
6. You have the option to choose between 1 and 100 **Threads Per Board** and **Posts Per Thread**.
7. Choosing **Manually approve posts** will require you to approve any visitor posts prior to it showing live on your page.
8. Choosing the **Require Verification** option will place a CAPTCHA on your page. Any visitor posting to your forum page will be required to enter a code in order to proceed with the post.
9. You can also **Allow anonymous users to use Advanced Content Editor**. An "anonymous user" is any visitor to your site who is not logged into the SchoolCenter.

Details Tab

1. You have the option **Syndicate this page with RSS**. This will allow visitors to subscribe to the page through an RSS reader by clicking the RSS link at the bottom of the page.
2. You can add multiple content boxes by clicking the **Allow more than one (1) Add picture and text** option.
 - You also have the option to **Use newsletter style scrapbook instead of Add picture and text**. This will allow you to use Newsletter Boxes instead of Content Boxes on the page.
3. You have the option to **Allow public to subscribe to this page**. This option will display a **Subscribe** link at the bottom of the home page.
4. You have the option to **Allow Public to Print Page**. This option will display a **Print Page** link at the bottom of the page.
5. You have the option to **Show Babel Fish language translation box** at the bottom of the page. This will allow visitors to translate the text within the page using Babel Fish.
6. You have the option to **Hide link in navigation**.
7. You have the option to **Deny public access to [Page Name]**. By choosing this option, only those who are logged into your site will be able to access this page.
8. You have the option to choose **Make this page the homepage**.
9. You can also choose to **Move this page to another section**.

Meta Tab

The Meta Tab allows you to enter information for search engines, such as Google, to find your page easier. Information entered into the keywords fields needs to be comma separated.

- You have the option to enter **Page Keywords**. These are key words a visitor may use to search for your page.
- You have the option to enter a **Page Description**. This is the information a search engine will display within the search results.

Layouts Tab

The Layouts tab allows you to choose from three (3) available discussion methods. For more information on each type of page, see each page's specific tutorial. By default, Board will be selected. However, you can also choose from Blog or Forum.

Manage Guestbook

Manage Guestbook allows you to rename the default category on your page. To manage your guestbook you must first be in edit mode. Click **Manage Guestbook** located in the **Edit** toolbar. The **Edit Board** window will open.

General Tab

1. Rename the **Title** of your Guestbook board within the text box.
2. You may also add a **Description** for your Guestbook board in the provided text field.
The Title and Description of the board does NOT show to public users.

Options Tab

1. Allow **Anonymous users to view threads in this board**. This will allow visitors who are not logged into your site to view your forum, and will be marked by default.
2. Allow **Anonymous users to post threads in the board**. This will allow visitors who are not logged into your site to post comments to your forum.

Visitor Participation

Visitors to the Guestbook page can choose to:

Watch This Guestbook

By clicking on this link, your visitor can enter their Email Address in the (New Email) field to receiving notifications of blog postings. Additionally, they can remove themselves from the Watch List through the Watch This Guestbook link.

Sign Guestbook

The [Sign Guestbook] link will be provided to visitors as long as the correct permissions have been established through the Manage Guestbook options.

Sign Guestbook

You can add a new Guestbook post, or you can quote another person's comment.

- Click the **[Sign Guestbook]** link. The **Edit Post** window will open.

General Tab

1. Your **Name** will automatically be filled in for you. However, you have
2. Type your message in the **Message** box.
 - You have the option to use the **Advanced Content Editor** for your message.
3. Once you are finished creating your message, you have the option to **Check Spelling**.
4. You also have the option to **Preview** your message.

Styles Tab

Within the Styles Tab, you have the option to:

1. Select the **Alignment**, **Size**, and **Font Color** of your text.
2. Choose **Bold**, **Italic** or to **Make text HTML Friendly**.
3. Enable a **Border** around your post.
 - Choose the border **Color** by clicking on the color block.
 - Choose the border **Size** through the size drop-down menu.
4. Enable a **Background Color** for your post.
 - Choose a new **Color** by clicking on the color block.

Approving Posts

If you have chosen to manually approve posts, a notification will be sent to the email you entered in Page Settings. You will then need to approve the post in order for it to appear to other guestbook viewers.

1. Click **Unapproved Posts** located in the **Edit** menu toolbar. The **Unapproved Posts** window will appear.
2. Locate the post pending approval. Click the check box to the left of the post.
3. Click **Approve**. The post will be removed from the approval list.
 - You may choose to **Edit** the post prior to approval.
 - You may also **Delete** the post through the **Edit** option.

Home Page

When adding a site from a section list page, the Home Page Settings window appears. This window provides options to set up the functionality found on your site Home page. If a site has already been added, you can change the Home Page Settings by clicking the Page Settings icon within the Edit menu toolbar.

General Tab

Home Page Settings

- You have the option to change the Site Title by entering a new title in the **Site Title** field. This change reflects on the Administrative Department page where the site was created.
- Click the **Show hit counter** option to create a hit counter at the bottom of the page. **Prime the Counter**, by entering a start number so the counter does not start at "0".
- Use the **URL Redirect** field to create a redirect for your site. Use this option to show another site while building your SchoolCenter site.
- Use the **Subdirectory** field to create a short URL for your site. For example, add the word elementary to the URL for your Elementary School home page, the URL becomes <http://yourdomain.com/elementary>.
- Click the **Do not show** link to [Site Name] to prevent the drilldown navigation in the site from showing a link to the parent site.

Page Settings

- The **Page Type** is shown on your Home page and cannot be changed. This orients people trying to navigate your site.
- Change the title of the Home page if desired in the **Page Title** field. This title shows in the breadcrumb trail navigation.
- Select **Hide all box titles** to prevent Newsletter Group title bars from showing on the Home page.

Details Tab

- Select the **Allow public to subscribe...** check box to provide a subscribe link at the bottom of the Home page.
- Select the **Allow Public to Print...** check box to provide a link at the bottom of the page for printing.
- Select the **Show Babel Fish...** check box to access the Babel Fish language selection options. Choose a language and you are re-directed to the Babel Fish site for page translation.
- Select the **Hide link in navigation** check box to prevent this link from showing in the navigation bar or the breadcrumb trail.
- Select the **Deny public access...** check box to allow only users who with log in access to reach this site.
- Select the **Move this section...** link to open the Move Departments window where you can assign the site to a new section.

Meta Tab

The Meta Tab allows you to enter information that is used by search engines, such as Google, to lead visitors to your site and/or Home page. Use commas to separated words entered in the Keywords fields.

- Enter key words that a visitor might use to search for your site using a search engine in the **Site Keywords** text box.
- Enter details about your site that search engines will include with search results so visitors know they have found the correct site in the **Site Description** text box.
- Enter key words that a visitor might use to search for your Home page in the **Page Keywords** text box.
- Enter details about your Home page that search engines will include with search results so visitors know they have found the correct page in the **Page Description** text box.

Layouts Tab

- Currently there are 2 layout options available to format your Home Page: Scrapbook and Newsletter Style:
 - Scrapbook style** layouts allow you to post images and text in multiple sortable items. Content Boxes on a scrapbook style page are stacked vertically.
 - Newsletter style** layouts allow you to create multiple boxes arranged in columns, using Newsletter Groups. You can display images, text, or pull information from other components (summaries).

Setting Up the Format of Your Home Page

When you add a site to a section, the Home Page Settings window opens and allows you to set up and add functionality to the page. You also choose how the page looks using the Layouts tab. The Layout tab has two format options: Scrapbook or Newsletter layout. Choose a layout that accommodates the need and purpose for your Home page. The Scrapbook layout provides stacked content boxes that accept text and images. The Newsletter layout allows for stacked content boxes, as well as, smaller newsletter boxes that can be set up side-by-side and accept text, images, media files, page summaries, and gadgets (small tools). It is ideal to set up the layout of the page when you create it because some material does not transition from one format to the other. However, you can add content to either type of page at any time.

To Set Up your Home Page in Scrapbook or Newsletter Format

Follow this path to start work:

1. Start on the Section List where you are adding the site
2. Menu bar
3. Edit
4. Toolbar
5. New Site

To Set Up your Home Page in Scrapbook or Newsletter Format

1. Select the **New Site** option on the toolbar. A window to enter the site title opens.
2. Enter the site title in the **Please enter a site...** field.
3. Click **Done**. The Home Page Settings window opens.
4. Enter information on about your Home page in the **General**, **Details**, and **Meta** tabs.
5. Select the **Layout** tab.
6. Click anywhere in the **Scrapbook Style** or the **Newsletter Style** box to select that layout style for your Home page. When the style is active there is a green border around the box.
7. Click **Done**. The system returns you to your Home page. If Scrapbook style is active you see the **New Content Box** option on the toolbar. If Newsletter style is active both the **New Content Box** and the **New Newsletter Box** options are available on the toolbar.



You can change layout styles by selecting **Page Settings** on the toolbar while on your Home page and then accessing the Layout tab. If you change from Newsletter layout to Scrapbook layout, the newsletter boxes no longer show in the page. The newsletter boxes return if you revert back to newsletter format.

To Format a Page Set Up Using Scrapbook Layout

Applying the Scrapbook layout allows you to add content boxes to your page. Content boxes stack one upon another down the page.

Adding a new content box

Follow this path to start work:

1. Start on the Home page for a site
2. Menu bar
3. Edit
4. Toolbar
5. New Content Box option

Adding a new content box

1. Select the **New Content Box** option on the toolbar to add a content box to the page.
2. Click in the new content box (or an existing box) to activate it. The page dims, and the active content becomes bright.
3. Type content directly into the content box. Use additional text and style options on the toolbar to stylize the content.
4. Highlight text or any image in the content box, and click the **Insert/Edit Link** to add a link to the content box.
5. Click the **Insert/Edit Image** or **Insert/Edit Media** icons to upload an image or other type of media to the content box.
6. Click **Save** to close the content box. The content immediately appears in the page.
7. You can add an image or attachment to the content box, without embedding it in the content. Point at the top-right corner of the content box. A small toolbar opens. Click the **Image** icon to add an image or click the **Attachments** icon to include an attachment that can be accessed through the content box.

Sorting content boxes

When you have multiple content boxes on a page the Sort Content Boxes option allows you to re-organize them and put them in the order you want.

Follow this path to start work:

1. Start on the Home page for a site
2. Menu bar
3. Edit
4. Toolbar
5. Sort Content Boxes option

Sorting content boxes

1. Select the **Sort Content Boxes** option on the toolbar. This activates sort mode.
2. Look beside **Sort Order** to see the current placement of each content box.
3. Change the order of content boxes on the page by changing the number in the **Sort Order** field.
You must enter a number above every content box.
4. After numbering each content box, click the **Sort** button.
5. The system re-orders the content boxes immediately.

To Format a Page Set Up Using Newsletter Layout

Applying the Newsletter layout allows you to add both content boxes and newsletter boxes. You can also add newsletter groups. Use newsletter groups to condense the space needed to include several newsletter boxes into one box and using tabs to organize and access them. Add content boxes to your page when you want to add text, images, and other media files. Content boxes stack one upon another or above a newsletter box row. Newsletter boxes sit side-by-side in a row and provide you a space to add text, images, media files, page summaries, or gadgets (simple tools).

Adding a new content box

You can add content boxes that accept text and images in pages set up using the newsletter box layout. Text and images can also be added to smaller newsletter boxes.

Follow this path to start work:

1. Start on the Home page for a site
2. Menu bar
3. Edit
4. Toolbar
5. New Content Box option

Adding a new content box

1. Select the **New Content Box** option on the toolbar to add a content box to the page.
2. Click in the new content box (or an existing box) to activate it. The page dims, and the active content becomes bright.
3. Type content directly into the content box. Use additional text and style options on the toolbar to stylize the content.
4. Highlight text or any image in the content box, and click the **Insert/Edit Link** to add a link to the content box.
5. Click the **Insert/Edit Image** or **Insert/Edit Media** icons to upload an image or other type of media to the content box.
6. Click **Save** to close the content box. The content immediately appears in the page.
7. You can add an image or attachment to the content box without embedding it in the content. Point at the top-right corner of the content box. A small toolbar opens. Click the **Image** icon to add an image or click the **Attachments** icon to include an attachment that can be accessed through the content box.

Adding text and pictures or other media files to a newsletter box

Follow this path to start work:

1. start on the Home page for a site
2. Menu bar
3. Edit
4. toolbar
5. New Newsletter Box option

Adding text and pictures or other media files to a newsletter box

1. Select the **New Newsletter Box** option on the toolbar to add a newsletter box to the page. The Newsletter Boxes window opens.
2. Click the **Add Picture & Text** option to create a box where you can add pictures and text. Tabs to apply settings to the newsletter box become available.
3. On the **General** tab, enter a title for this box in the **Title** field or go to the **Options** tab and click the **Hide title** check box to remove the title bar on this box.
4. In the **Description** field, type your text.
5. Select the **Styles** tab. You can also format your content here, as well as add a border, and a background color or image.
6. Select the **Attachments** tab. Click the **Add Link** or **Add Attachment** button to add a link or upload and attach a file to the newsletter box.
7. Click **Back to List** to edit other newsletter boxes.
8. Click **Done**. The system returns you to your Home page. The Home page includes the new newsletter box.

Adding a Page Summary or gadget

Follow this path to start work:

1. Start on the Home page for a site
2. Menu bar
3. Edit
4. Toolbar
5. New Newsletter Box option

Adding a Page Summary or gadget

1. Select the **New Newsletter Box** option on the toolbar to add a newsletter box to the page. The Newsletter Boxes window opens.
2. Click the **Add Page Summary** option to create a box for page summaries from other SchoolCenter pages or for gadgets (simple tools). Both page summaries and gadgets add efficiency and interest to your page. The Component Summary window opens.
3. Select the page summary or gadget you want to add to your Home page. Options for setting up the box open at the bottom of the window. These options vary between each type of summary page and gadget; see information on a specific summary page or gadget for more information on these options.
4. The newsletter box uses the title shown under **Showing Summary Options for**. To create a custom name for the newsletter box, select the **Custom Title** check box and enter a new title for the box. You can also, hide the title entirely by selecting the **Hide title box...** check box.
5. Select **Make summary title...** check box to link the title of the box to the page it represents.
6. Set the box up to scroll information by selecting a pixel size from the **Height of marque scrolling** drop-down list. Selecting a specific pixel size determines how much of the summary or gadget shows as the information scrolls up in the box. The default is **Do Not Scroll**; with this option selected the newsletter box is sized so all content is shown in the box.
7. Click **Done**. The system returns you to the Newsletter Boxes window.
8. Click **Done** to return to your Home page or click the **Edit Box Properties** icon to activate tabs that allow you to stylize the newsletter box.

9. Select the **General** tab to stylize content in the box. By default, the style is pulled from the settings established in **Page Design**. Clear the **Use Settings from Page Design** check box to activate options to add style to the newsletter box.
10. Select the **Frame** tab to add a frame to the newsletter box.
11. Select a frame from the options in the **Frame Selection** box.
12. Select the **Apply frame to title...** check box to apply the frame to the title of the box but not to the box itself.
13. The **Newsletter Groups** options only apply if you establish a newsletter group in a newsletter box.

Adding a newsletter group

Follow this path to start work:

1. Start on the Home page for a site
2. Menu bar
3. Edit
4. Toolbar
5. New Newsletter Box option

Adding a newsletter group

1. Select the **New Newsletter Box** option on the toolbar to add a newsletter box to the page. The Newsletter Boxes window opens.
2. Click the **Add Page Summary** option to create a box for page summaries from other SchoolCenter pages or for gadgets (simple tools). Both page summaries and gadgets add efficiency and interest to your page. The Component Summary window opens.
3. Select the page summary or gadget you want to add to your Home page. Options for setting up the box open at the bottom of the window. These options vary between each type of summary page and gadget; see information on a specific summary page or gadget for more information on these options.
4. The newsletter box uses the title shown under **Showing Summary Options for**. To create a custom name for the box, select the **Custom Title** check box and enter a new title for the box. You can also, hide the title entirely by selecting the **Hide title box...** check box.
5. Select **Make summary title...** check box to link the title of the box to the page it represents.
6. Set the box up to scroll information by selecting a pixel size from the **Height of marque scrolling** drop-down list. Selecting a specific pixel size determines how much of the summary or gadget shows as the information scrolls up in the box. The default is **Do Not Scroll**; with this option selected the newsletter box is sized so all content is shown in the box.
7. Click **Done**. The system returns you to the Newsletter Boxes window.
8. Click the **Add Picture & Text** or the **Add Page Summary** option again. This allows you to add an additional text & image box, page summary, or gadget to this newsletter box. These items form a **newsletter group** and are combined in the same box on your Home page. Items in a newsletter group are accessed by tab, which allows you to include many items on your Home page, organize them well, and save space.
9. Set up this box just as you did the first. Repeat again if desired.
10. **Done**.
11. Click the **Edit Box Properties** icon.
12. Select the **Frame** tab.

13. Select an option from the **Newsletter Groups Layout** to determine the kind of tabs used to organize the newsletter group.
14. Click **Done**.

Sorting Newsletter Box

The **Sort Newsletter Box** option allows you to change the order that your newsletter boxes appear on your page.

Follow this path to start work:

1. Start on the Home page for a site
2. Menu bar
3. Edit
4. Toolbar
5. Sort Newsletter Boxes option

Sorting Newsletter Box

1. Select the **Sort Newsletter Boxes** option from the toolbar. The Sort Newsletter Boxes window opens.
2. The **Your Current Page** grid shows how newsletter boxes are positioned on the page now.
3. Select up to 4 columns from the **Columns** drop-down list to establish the new format of your Home page.
4. Click **Add Row** to add rows to accommodate the newsletter boxes on your Home page.
You can add/delete columns and rows at any time to allow for changes in your Home page.
5. By default, columns are evenly spaced. Adjust the width of columns by sliding the arrow under **New Sorted Page**. Click the **Even Columns** button to reset the columns to even spacing.
6. Click **Transfer Current Layout** to transfer the layout and all newsletter boxes from **Your Current Page** grid to the **New Sort Page** grid. This is an efficient method of moving all current newsletter boxes, however, the new grid takes on the layout of the old grid. If you are changing the number of columns in the layout, it is easier to drag-and-drop newsletter boxes into the new layout grid.
7. To change the layout of the newsletter boxes, drag them from the **Your Current Page** grid to a position in the **New Sorted Page** grid. You must move all boxes in the Your Current Page grid to the New Sorted Page grid or you cannot save the new layout.
8. You can re-size a newsletter box (in relation to others on the page) by grabbing **lower right corner** of a newsletter box and dragging it into empty, adjacent grid boxes. Boxes can only be enlarged in rectangular or square shapes and cannot overlay a space containing another newsletter box. You may need to move a newsletter box if you want to enlarge another.
9. After moving and then sorting all newsletter boxes as desired, click **Done**. The system returns you to your Home page. The newsletter boxes appear on the page in the order specified.

Layout Page

Layout pages allow you to design a page with text, images, and various tools called gadgets. Gadgets are functioning tools you add to a site to complement and enrich content, or to engage users. SchoolCenter Gadgets include: RSS feeds, Calendar (and other page) Summaries, and Current Weather. The ready-to-use gadgets require no unique skills or expertise to add to your Layout page.

To build a Layout Page:

1. Add rows. A row consists any one of eight variations of gadget container groupings. You can add as many rows as you would like.
2. Add the gadgets you want to any of the gadget containers. You can add as many gadgets as you would like to a single gadget container.
3. Add content to the picture and text gadgets and/or connect the summary gadgets to a source.

In no time at all, you've got a fully functioning page.

Adding a Layout Page

To add a Layout page to your site, go to the site or Section List where you want to add the page.

1. Click **Edit**. The **Edit** toolbar opens.
2. Select **New Page**. A window opens with a list of the available SchoolCenter Pages.
3. Select **Layout Page** from the list, and click **Add Page**. The Page Settings window opens.
4. Click the tabs at the top of the window to enter the page name, functionality, design, and layout choices, as well as, searchable meta tags.
5. Click **Page Design** at the lower left of the window, to access SC SchoolCenter page design features, and adjust the page design if desired.
6. Click **Done**. You are in the new page when you click **Done** and return to the system.

Adding Rows to a Layout Page

To add a Row to a Layout page:

1. Click **Edit**. The **Edit menu** opens.
2. Click **Add Row** from the bottom toolbar. A drop-down list with row options opens.
3. Click one of the variations of the gadget container groupings. You can add as many rows as you would like from this menu.

Adding Gadgets to a Gadget Container

To add Gadgets a gadget container:

1. Click the **add gadgets** text in any of the **gadget containers**. The **Add Gadget** button appears on the toolbar.
2. Click **Add Gadget**. A drop-down menu with **Gadget options** opens. Go to the SC SchoolCenter Gadgets page to see all available gadgets.
3. Choose a **Gadget** to add to the page. You can add as many gadgets to the container as you would like from this menu.

After you have added gadgets to a gadget container, edit the gadget settings.

Editing Gadget Settings

To edit gadget settings:

1. In edit mode, hover the mouse over the gadget you want to edit. **The gadget control menu opens.**
2. Click **Settings**. Complete parameters for the gadget in the **Settings** pop-up window.
3. Click **Save** to save the settings and gadget. Click **Cancel** to exit the Content Box without saving the settings or gadget.

Moving a Gadget

At the gadget container level, you can use the Move feature to sort the gadgets within a single container. You can also move gadgets from any container to another container, including containers that have existing gadgets. To move a gadget:

1. Click **Edit** on the menu bar to activate edit mode.
2. Hover the mouse over the gadget you want to move. The gadget control menu opens.
3. Drag and drop the gadget into position (in the same gadget container, or in a different gadget container) using the **Move** control.

Deleting a Gadget

You can delete gadgets within a gadget container. To delete a gadget:

1. Click **Edit** on the menu bar to activate edit mode.
2. Hover the mouse over the gadget you want to delete. The gadget control menu opens.
3. Click **Delete**. The gadget is deleted.

Moving a Row

You can use the Move feature to sort the rows on your Layout page. To move a row:

1. Click **Edit** on the menu bar to activate edit mode.
2. Hover the mouse over the row you want to move. The row control menu opens.
3. Drag and drop the row into position using the **Move** control.

Deleting a Row

You can delete an entire row of gadget containers. To delete a row:

1. Click **Edit** on the menu bar to activate edit mode.
2. Hover the mouse over the row you want to delete. The row control menu opens.
3. Click **Delete**.
4. Click **OK** to confirm the action. The row is deleted.

Working with Gadgets in Layout Pages

Gadgets are functioning tools you add to your site. SchoolCenter's ready-to-use gadgets require no unique skills or expertise to add to your site, you simply set up a Layout page and insert them. Gadgets are great! They complement and enrich content, which helps engage users. SchoolCenter gadgets include: RSS feeds, Calendar (and other page) Summaries, and Current Weather.

When you decide to add gadgets, you set up A Layout page to hold them. Layout pages have a definite format, and you position the gadgets within the page. However, if you ever decide you want additional (or fewer gadgets) you can re-work the Layout page to accommodate changes.

To Add Gadgets to a Layout Page

Adding gadgets requires 2 steps: adding a gadget container row to a Layout page, and then adding the gadget to a gadget container in the row.

Follow this path to start work:

1. start on the site Home page
2. Menu bar
3. Edit
4. Toolbar
5. New Page
6. add or open a Layout Page

First ...add a gadget container row to a Layout page

1. After adding (or opening) a Layout page, click **Add Row**. A drop-down list with row options opens.
2. Click one of the variations of the **gadget container rows**. You can add as many rows as needed.

Add a gadget to the gadget container

1. Click the **add gadgets** text in any of the **gadget containers**. The Add Gadget option appears on the toolbar.
2. Click **Add Gadget**. A drop-down menu with **gadget options** opens.
3. Select a gadget to add to the page. You can add as many gadgets to the container as you would like from this menu.
4. After adding a gadget to a gadget container, you are ready to edit the gadget's settings. Each gadget has unique settings: some required to make the gadget function, and some applied to stylize the gadget. If you point at a gadget container, a **options bar** with **Move**, **Settings**, and **Delete** options appears.
5. Click **Settings** to set up the gadget. A Settings pop-up window opens.
6. Select functionality or style settings for the gadget.
7. Click **Save** to save the settings. The pop-up window closes. The gadget is now on the Layout page and fully functional.

To Move a Gadget

If the position of a gadget is inappropriate or undesirable you can move it.

1. start on Layout page
2. Menu bar
3. Edit

To Move a Gadget

1. Point at a gadget in the Layout page. An **options bar** with **Move**, **Settings**, and **Delete** options appears.
2. Click and hold down the mouse button on the **Move** option.
3. Drag the gadget to move it to a new gadget container. Position it above or below other gadgets already in the gadget container.
4. The gadget is moved.



You can move an entire gadget container row above or below other rows. Point at an active gadget container row and an **options bar** with **Move** and **Delete** only appears (upper right corner of the gadget container row). Click **Move**, grab the row, and drag it to re-position it.

To Delete a Gadget

1. start on Layout page
2. Menu bar
3. Edit

To Delete a Gadget

1. Point at a gadget in the Layout page. An **options bar** with **Move**, **Settings**, and **Delete** options appears.
2. Click the **Delete** option. A confirmation window opens.
3. Click **Yes** to delete the gadget. The gadget is removed. The gadget container row and any other gadgets in the row remain; the gadgets are visible, the container row outline is only visible in edit mode.



You can delete an entire gadget container row. Point at an active gadget container row and an **options bar** with **Move** and **Delete** only appears (upper right corner of the gadget container row). Click **Delete** to delete the entire gadget container row and all gadgets contained in it.

Lunch Menu

With the Lunch Menu page, visitors to your site can see a calendar -based schedule of your school lunch menu.

Page Settings

Click the **Page Settings** icon from the **Edit** toolbar. The **Lunch Menu Settings** window will appear.

General Tab

Default Events

Default Events sets up the default "view" of the page. When a visitor opens a Lunch Menu page, one of the tabs at the top will be set displaying the events from that selection. You may select:

- Today shows the events for the current day.
- Week shows all events for the current week.
- Month shows all events for the current month.
- Year shows all events for the current year.
- School Year shows all events for the current school year.
- Upcoming displays all events that are coming up soon.
- Calendar displays a full-page calendar.
- School Year allows you to control what shows when School Year is the selected view.

The default start date is August 15th and the default end date is May 15th, but those dates may be adjusted. To set a custom default school year:

- Below **Start Date**, click the month icon to the left of the text field.
- Click the date that you would like to have as the start date for the school year.
- Repeat process under **End Date**.

Show Details

This option determines whether or not Details of the event will be displayed when a visitor first opens the page.

Number of Calendars

This option allows you to select how many miniature calendars open when in one of the list views (every view except Calendar).

Position on the Page

This option determines the vertical placement of the small calendar when the page is in one of the list views.

Alignment on Page

This option determines the horizontal placement of the small calendar when the page is in one of the list views.

Trim Color

Trim color determines the color of the trim of the calendar. You may select Page Title Colors or Home Page Box Colors. This basically just gives you the ability to alternate common color variations on your site. You can alter any of these colors in Page Design under the Color Editor.

Use Background Colors

This option allows you to choose whether or not to use background colors around the toolbar and calendar.

Navigation Buttons

Navigation Buttons contains formatting settings for events listed on more than one page.

Events Per Page

This option determines the maximum number of calendar events that will show on a page before items are moved to multiple pages.

Prev/Next Style

This option assigns a placement to the Previous and Next buttons on the page.

Show Page Numbers

This option simply determines whether or not to display page numbers.

Open Details in a New Window

When checked, this option shows the details of an event in a pop-up window. If this option is not checked, a new window will show when a user clicks on an event with details.

Allow Public to Export

Checking this box allows the public to export the calendar. The various export options are explained in detail below.

Show 'Last Edited By' in Edit Mode for events

When this option is selected, users in edit mode will be able to see who last edited each event. This can be useful if you would like to keep track of who is adding events.

Details Tab

In addition to the options found in the Details tab for all page types, the Lunch Menu page also allows users to:

- Syndicate the page with RSS
- Allow separate images for each month
- Print the page

Meta Tab

In the **Page Keywords** section, enter search words that identify your page. When a user searches these words, your page will be included as a search result. Search results for your page can also be obtained when a user enters a description that matches one that you enter in the **Page Description** section.

Categories

Categories are a useful tool for organizing your events. Each category will be assigned a color, allowing for easy identification of events.

Add Categories

To add categories:

1. Click **Manage Categories** located in the **Edit** toolbar. The **Manage Categories** window will appear.
2. Under the **Categories** heading, select **Add a New Category** from the drop-down menu.
3. Type a name for your new category in the space provided.
4. Click the color square to the right of the **Name** field to open the color picker. You may select from either **Web Safe** or **All Colors**. Choose a color for the category. Click **OK** to complete the action.
5. Click the **Done** button to save the new category and return to the Lunch Menu page or click **Save** to save the category and continue adding more categories.

Edit Categories

To edit categories:

1. Click **Manage Categories** located in the **Edit** toolbar. The **Manage Categories** window will appear.
2. Under the **Categories** heading, select the category you want to edit.
3. You have the option of editing the name of the category, or change the color of the category by clicking the color square.
4. Click the **Done** button to save the category and return to the Lunch Menu page or click **Save** to save the category and continue editing more categories.

Delete Categories

To delete categories:

1. Click **Manage Categories** located in the **Edit** toolbar. The **Manage Categories** window will appear.
2. Under the **Categories** heading, select the category you want to delete.
3. Click the **Delete** button. A confirmation window will appear.
4. Click **OK** to confirm your action.
5. Click the **Done** button to return to the Lunch Menu page or click **Save** to continue deleting more categories.

Events

Lunch Menu entries are referred to as Events. Events can be a single occurrence, or repeated at regular intervals over a period of time. Additionally, you can set up event registration for events such as a Parent/Teacher conference.

Adding Events

To add an event you must first be in edit mode. In edit mode, click **New Event**, located in the toolbar. The **New Event** window will appear.

1. General Tab
 - Click the **Calendar** icon to select the date of the event.
 - Type your event title.
 - Enter a location, if appropriate.
 - Add descriptive text.
2. Options Tab
 - By default, **All-Day Event** is selected. To set a specific start and end time, clear the **All Day Event** selection and enter a **Start Time** and **End Time** for the event.
3. Styles Tab
 - You have the ability to change the text style, border, or background color displayed in the event detail window.
Any styles set in the Advanced Content Editor will override styles set in the **Styles** tab.
4. Recurrences Tab
 - If your event is a recurring event, click **Make Span/Recur** to configure the event recurrences.
 - Click **Done**.
5. Categories Tab
 - You can assign an event to up to eight categories. A list of previously added categories will appear. Select the category or categories you want to assign to the event.
 - If you need to create a new category, click **New Category**. Type the name in the **Name** field, select a color for the category by clicking the color square, and then click **Done**.
6. Attachments Tab
 - In the Attachments tab, you can add an image, link, or file to your event by clicking the corresponding button.
7. Reminder Tab
 - You can receive a reminder for the event by clicking **Send me an email reminder about this event**.
 - You can choose up to three (3) times to receive an email reminder about the event.
8. Registration Tab
 - Click **Start Registration Setup** to open the event registration wizard. Setting up event registration will allow others to sign up to attend the event.

When you are finished, click **Done**.

Editing Events

To edit an event you must first be in edit mode.

1. Click the edit pencil for the event you want to edit, then click **Edit Event** from the drop-down menu. The **Edit Event** window will open.
2. When you have finished editing, click Done.

Deleting Events

To delete an event you must first be in edit mode.

1. Click the edit pencil for the event you want to edit, then click **Delete Event** from the drop-down menu.
2. Click **OK** to confirm the action. The event will be deleted.

Viewing Events

You can view events in either month view (grid layout) or list view by clicking the appropriate link within the calendar title bar.

Click **Filter Categories** to choose which categories you want to view.

- Select the check box next to the category name you wish to view, and then click **Apply**.

Click **Time Frame** to choose a time frame to view events.

- **Upcoming** - This setting will show upcoming events.
- **Calendar Year** - This setting will show events between January 1 and December 31.
- **School Year** - By default, this setting will show events between August 15 and May 15. The time frame is pulled from the School Calendar from the school that the user is assigned.
- **Day** - This setting will show the current day's events.
- **Week** - This setting will show all events for the current week, Sunday through Saturday.
- **Month** - This setting will show all events for the current month.

To view event details, click the event title.

Import

You can use the import feature to import events from another calendar (such as Outlook, Lightning or iCal) to your Calendar via **.CSV** or **.ICS** file formats. An alternative method is to download the **Calendar Mass Data Import** template, enter information into this template, and then import the data to your calendar. To import events to your calendar:

1. From the **Edit** drop-down menu, click **Import**. The **Mass Data Import** window will open.
2. Under **Import Options**, select **Standard**, **Outlook**, **Lightning**, or **iCal/vCal**.

Standard

Using the **Standard** import method will require field mapping.

1. Click **Browse** to locate the template and then click **Upload File**.
2. The field mapping window appears. Select a heading from the **Source** column and then select the corresponding **Destination** heading.
3. Next, click **Map Field**. Continue this process for all appropriate headings.
4. Click **Skip this record** to avoid importing the title row in the .csv file.
5. Next, click **append to** in the drop-down menu if you do not want to overwrite existing data in the calendar. Click **Overwrite** if you want to replace the existing data.
6. Next, click **Proceed With Import**.

7. A dialogue box will appear asking **Would you like to save the map you made of your file?** Click **OK** to save the map, or click **Cancel** to continue without saving the map.
If you plan to import several sets of data, it is a good idea to save the map.
8. The screen will then display the results of the import.
9. Click **New Import** to start a new import, **Undo Import** to delete the data you just imported, or **Close** to finish the import.

Outlook, Lightning, or iCal/vCal

Using the **Outlook, Lightning, or iCal/vCal** method does not require field mapping.

1. Click **Browse** to locate the template and then click **Upload File**.
2. The field mapping window appears. Click **Skip this record** to avoid importing the title row in the .csv file.
3. Next, click **append to** in the drop-down menu if you do not want to overwrite existing data in the calendar. Click **Overwrite** if you want to replace the existing data.
4. Next, click **Proceed With Import**.
5. The screen will then display the results of the import.
6. Click **New Import** to start a new import, **Undo Import** to delete the data you just imported, or **Close** to finish the import.

My Calendar

The **My Calendar** feature allows you to customize events within your schedule, by allowing you to pull events from other calendars within your district.

My Calendar Settings

1. Click **My Calendar Settings**. The **My Calendar Settings** window will appear.
2. Choose which site you would like to add calendar categories from by clicking on the **Choose Site** drop-down arrow. A list of available Calendar categories will appear within the left All Site Categories pane.
3. Add categories to **My Calendar** by selecting the appropriate category check box option in the left All Site Categories pane and then clicking the **ADD** arrow. The selected categories will appear in the right My Calendar Categories pane.
4. Remove categories from **My Calendar** by selecting the appropriate category check box option in the right My Calendar Categories pane and then clicking the **REMOVE** arrow.
5. You can also choose to show events that you have registered for by selecting the check box at the bottom of the window.
6. Click **Done**.

My Calendar

1. Click **My Calendar**. The categories specified through **My Calendar Settings** will be displayed within your Calendar.
2. Click **Return to Original Calendar** to view your standard Calendar events.

Meetings & Agendas

Your Meetings and Agendas page component is an easy way to organize your meetings schedule and to post meeting agendas and minutes. This page allows you to post information about meetings in your school or district, along with agendas associated with these meetings. It is an easy way to organize your meetings schedule and to post meeting agendas and minutes.

Page Settings

To make changes to the **Title** or other settings, click **Page Settings** located in the **Edit** toolbar. The **Page Settings** window will open.

General Tab

On the **General tab**, you can edit the following settings:

1. Change the **Page Title**.
2. Add a **Subdirectory**.
3. **Password protect the page in View Mode**. Checking this option will allow you to choose a generic **Username** and **Password** for the page.
4. **Show hit counter** at the bottom of the page.
5. Choose the **Date Sort Order** for your events.
6. **Show details initially** - this option will show the details of each event below the title upon entering the page.
7. **Open details in new window** - this option will open event details in a new window when the event link is clicked.

Details Tab

In this tab you have the options to:

1. **Syndicate this page with RSS**
2. **Allow more than one (1) Add picture and text** - By default, only one (1) content box is allowed on the page.
3. You also have the option to **Use newsletter style scrapbook instead of Add picture and text** - This will allow you to use Newsletter Boxes instead of Content Boxes on the page.
4. **Allow public to subscribe to this page** - This option will display a **Subscribe** link at the bottom of the home page.
5. **Allow Public to Print Page** - This option will display a **Print Page** link at the bottom of the page.
6. **Show Babel Fish language translation box** at the bottom of the page.
7. **Hide link in navigation**.
8. **Deny public access to [Page Name]** - By choosing this option, only those who are logged into your site will be able to access this page.
9. **Make this page the homepage**.
10. **Move this page to another section**.

Meta Tab

The Meta Tab allows you to enter information for search engines, such as Google, to find your page easier. Information entered into the keywords fields needs to be comma separated.

1. You have the option to enter **Page Keywords**. These are key words a visitor may use to search for your page.
2. You have the option to enter a **Page Description**. This is the information a search engine will display within the search results.
3. You have the option to view your **Page Design**, **Delete** the page from your site or **Cancel** your changes at any time.

When you are finished with the Page Settings, click the **Done** button.

Events

Adding events to your Meetings and Agenda page is very easy.

Add Event

Click **New Event**. The **New Event** window will appear.

General tab

1. Click the calendar icon to select the **Date** of the event.
2. Type your event **Title**.
3. Add descriptive **Text**. You have the option of entering text through the Advanced Content Editor.

Options tab

1. Click on the Calendar icon to select the date for the event to **Start Showing On**. The event will not be displayed on the page until the date specified.
 - You have the option to **Start Showing Immediately**. This option will display the event on the page immediately.
2. Click on the Calendar icon to select the date for the event to **Stop Showing On**. The event will be displayed on the page until the date specified.
 - You have the option to **Never Stop Showing** the event. This option allows the event to remain on the page indefinitely.
3. Choose to show or hide the **Author** of the event.

Styles tab

- Make any necessary changes to the Text Styles, Border, or Background Color.

Attachments tab

1. Click the **Add Image** icon to add an **Image** to your event. This will be displayed once the event title is clicked on.
2. Click the **Add Link** button to add a hyperlink to your event.
3. Click the **Add file** button to add a document as an attachment to your event. See

Click **Done** once all items have been completed.

Edit Event

To edit an event you must be in Edit mode.

1. Click the **Edit Pencil** on the event you want to edit.
2. Click the **Edit Event** option. The Edit Event window will open.
3. Make any necessary changes to the event.
4. When you have finished editing, click the **Done** button.

Delete Event

To delete an event you must be in Edit mode.

1. Click the **Edit Pencil** on the event you want to delete.
2. Click the **Delete Event** option. A confirmation message will appear.
3. Click the **Ok** button to confirm event deletion.

Viewing Events

To view an event, click the event title on the page. The event information will be shown in a new window, or within the same window, depending on the preference within Page Settings.

Show Other

The Show Other option is a great way to organize events added to other Meetings and Agendas pages throughout your district into one location.

1. Click **Show Other**. The **Show Other** window will appear.
2. The **Summary** tab shows items being pulled from other locations into your Calendar.
3. Select the **Pull Data** tab.
4. Navigate through the tier to the Meetings and Agendas page you would like to incorporate into your page.
5. Select the page you wish to show.
6. Once you have selected the page, click **Done**.

Import

You can use the import feature to import events using the Meetings and Agendas Mass Data Import. Download and enter information into this template, then import the data to your page. To import events to your page:

1. From the **Edit** toolbar, click **Import**. The **Mass Data Import** window will open.
2. Click **Choose File** to locate the completed template from your computer, and then click the **Upload File** button. The field mapping window appears.
3. Select a heading from the **Source** column and then select the corresponding **Destination** heading.
4. Next, click **Map Field**. Continue this process for all appropriate headings.
5. Click **Skip this record** to avoid importing the title row in the .csv file.
6. Next, click **Proceed With Import**.
7. A dialogue box will appear asking **Would you like to save the map you made of your file?** Click **OK** to save the map, or click **Cancel** to continue without saving the map. **Note:** if you plan to import several sets of data, it is a good idea to save the map. The screen will then display the results of the import.

8. Click **New Import** to start a new import, **Undo Import** to delete the data you just imported, or **Close** to finish the import.

Opinion Poll

The Opinion Poll component allows you to gather valuable information about your school, teachers, sports teams, website, classroom, and so forth. Visitors to your website can cast their opinion on any topic that you choose to post on your site. You may only post one opinion question per page, but several of these pages can be placed within your navigation. The votes, all of which are anonymous, are automatically tallied and placed into a bar chart. The percentage of votes for each choice is also displayed.

Page Settings

To make changes to the **Title** or other settings, click **Page Settings** located in the **Edit** toolbar. The **Page Settings** window will open.

General Tab

On the **General** tab, you can edit the following settings:

- Change the **Page Title**.
- Add a **Subdirectory**.
- **Password protect the page in View Mode**. Checking this option will allow you to choose a generic **Username** and **Password** for the page.
- **Show hit counter** at the bottom of the page.

Details Tab

In this tab you have the options to:

- Allow more than one (1) Add picture and text - By default, only one (1) content box is allowed on the page.
 - You also have the option to **Use newsletter style scrapbook instead of Add picture and text** - This will allow you to use Newsletter Boxes instead of Content Boxes on the page.
- Allow public to subscribe to this page - This option will display a **Subscribe** link at the bottom of the home page.
- Allow Public to Print Page - This option will display a **Print Page** link at the bottom of the page.
- Show Babel Fish language translation box - This option will add a Babel Fish translation options box will appear at the bottom of your page aligned with the copyright notice on the page. This feature gives viewers the choice of having your site translated into eight different languages.
- Hide link in navigation - This option will only show the link within your navigation when you are editing your page. It will not be visible to page visitors.
- Deny public access to [Page Name] - By choosing this option, only those who are logged into your site will be able to access this page.
- Make this page the homepage.
- Move this page to another section.

Meta Tab

The Meta Tab allows you to enter information for search engines, such as Google, to find your page easier. Information entered into the keywords fields needs to be comma separated.

- You have the option to enter **Page Keywords**. These are key words a visitor may use to search for your page.

- You have the option to enter a **Page Description**. This is the information a search engine will display within the search results.

When you are finished with the page settings, click **Done**.

Add New Poll

You may add several opinion polls to one page. However, only one poll can be active at a time. To add a new opinion poll:

1. Enter the name of your poll in the **(New Poll)** text field.
2. Click the **Add New Opinion Poll** button. Your poll will appear at the top of the page as inactive ().
3. Hover your mouse over the newly created poll, then click on the **Edit Pencil**. A menu will appear.
4. Choose **Edit Poll** from the menu. The Edit Poll window will open.

General Tab

1. Edit the **Title** as needed. Type the Opinion Poll question in the **Question** field.
2. To create your poll answers, click the **Add New Answer** button. The Answers field will appear.
3. Type an answer into the **(New Answer)** field.
 - You may type a number into the **Prime Results** field to add an alternate result number, or click the Randomize button to produce random Prime Results.
4. Repeat adding answers as necessary.

Styles Tab

Within the Styles Tab, you have the option to:

1. Select the **Alignment**, **Size**, and **Font Color** of your text.
2. Choose **Bold**, **Italic** or to **Make text HTML Friendly**.
3. Enable a **Border** around your post.
 - Choose the border **Color** by clicking on the color block.
 - Choose the border **Size** through the size drop-down menu.
4. Enable a **Background Color** for your post.
 - Choose a new **Color** by clicking on the color block.

Click the **Done** button once you are finished creating your poll. Your Opinion Poll will appear on the page as an active poll (). Visitors to this page can now answer your poll.

Activate Poll

Only the Active Poll will appear on your Opinion Poll page. Visitors to your page will only see the Active Poll on your page.

1. To make an inactive poll active, click the **Red** circle icon next to the inactive poll. A dialog box will ask **Are you sure you wish to make this poll active?**
2. Click **OK** to make the poll active. The poll you selected will now be marked as the **Active Poll**.

View Poll Results

To view the Poll results:

1. Click the **Results** link while you are in view mode.
 - The results will appear in a vertical graph format, displaying the number and percentage of each votes per answer.
 - The **Total: (#)** will also be displayed.

Edit Poll

To edit an existing poll:

1. Hover your mouse over the poll you wish to edit, then click on the **Edit Pencil**. A menu will appear.
2. Choose **Edit Poll** from the menu. The Edit Poll window will open.
3. Within the Edit Poll window, you have the option to:
 - Edit the poll **Title**.
 - Edit the poll **Question**.
 - Edit the poll **Answers**.
 - Add new poll **Answers**.
 - Delete poll **Answers**.
 - Manually enter **Poll Results**.
 - Randomize Poll Results
 - Edit information found within the **Styles** tab.
4. Click the **Done** button once you are finished editing your poll.

Clear Poll Results

To clear the Poll results:

1. Hover your mouse over the poll you wish to clear results for, then click on the **Edit Pencil**. A menu will appear.
2. Choose **Clear Poll Results** from the menu. A confirmation window will appear.
3. Click **OK** to confirm your decision to clear poll results. All results will be set back to zero (0).

Parent Registration

The Parent Registration feature is for parents to view their child's classes and grades online.

Page Settings

To make changes to the **Title** or other settings, click **Page Settings** located in the **Edit** toolbar. The **Page Settings** window will open.

General Tab

On the **General** tab, you can edit the following settings:

- Change the **Page Title**.
- Add a **Subdirectory**.
- **Password protect the page in View Mode**. Checking this option will allow you to choose a generic **Username** and **Password** for the page.
- **Show hit counter** at the bottom of the page.

Details Tab

In this tab you have the options to:

- Allow more than one (1) Add picture and text - By default, only one (1) content box is allowed on the page.
 - You also have the option to **Use newsletter style scrapbook instead of Add picture and text** - This will allow you to use Newsletter Boxes instead of Content Boxes on the page.
- Allow public to subscribe to this page - This option will display a **Subscribe** link at the bottom of the home page.
- Allow Public to Print Page - This option will display a **Print Page** link at the bottom of the page.
- Show Babel Fish language translation box - This option will add a Babel Fish translation options box will appear at the bottom of your page aligned with the copyright notice on the page. This feature gives viewers the choice of having your site translated into eight different languages.
- Hide link in navigation - This option will only show the link within your navigation when you are editing your page. It will not be visible to page visitors.
- Deny public access to [Page Name] - By choosing this option, only those who are logged into your site will be able to access this page.
- Make this page the homepage.
- Move this page to another section.

Meta Tab

The Meta Tab allows you to enter information for search engines, such as Google, to find your page easier. Information entered into the keywords fields needs to be comma separated.

- You have the option to enter **Page Keywords**. These are key words a visitor may use to search for your page.
- You have the option to enter a **Page Description**. This is the information a search engine will display within the search results.

When you are finished with the page settings, click **Done**.

Parent Account

Once the Parent Registration page has been created, parents will then go to the page to register for an account.

Register New Account

1. On the Parent Registration page, enter a **Username** for the parent account.
2. Enter a **Password** to be associated with the newly created parent account.
3. Enter the Password once again into the **Confirm** field. Do not copy then paste the password into the Confirm field.
4. Enter the **First Name** of the individual creating the account.
5. Enter the **Last Name** of the individual creating the account.
6. Enter the **Email** address of the individual creating the account. This information will only be used
7. Click the [new user continue] link to proceed to the next screen.
8. Enter an **Authorization Code** for your student, which has been provided by your students school.
9. Click **continue**. You will see the student's **Name** and a **Confirmation message** that says the student was successfully added.
10. To view the student's grades, click the **Click Here to view the grades** link. You will be brought to the Start Page.

Log Into Existing Account

1. On the Parent Registration page, enter the account **Username**.
2. Enter the account **Password**.
3. Click the **[[registered users continue]]** link.

View Grades

1. On your **Start Page**, your child(ren) will be listed under the **My Child's Grades** option.
2. To view the student's **Classes** and **Grades** for each class, click your student's name. Information regarding classes will appear.
3. You have the option to get more information about the assignments by clicking the **Class Title**. Your child's grades and the corresponding assignment will be displayed.

Questions and Answers

The Questions and Answers component allows you to post frequently asked questions that site visitors may have about the community, district, schools, teams, clubs or classrooms.

Page Settings

To make changes to the **Title** or other settings, click **Page Settings** located in the **Edit** toolbar. The **Page Settings** window will open.

General Tab

On the **General** tab, you can edit the following settings:

1. Change the **Page Title**.
2. Add a **Subdirectory**.
3. **Password protect the page in View Mode**. Checking this option will allow you to choose a generic **Username** and **Password** for the page.
4. **Show hit counter** at the bottom of the page.

Details Tab

In this tab you have the options to:

- Allow more than one (1) Add picture and text - By default, only one (1) content box is allowed on the page.
 - You also have the option to **Use newsletter style scrapbook instead of Add picture and text** - This will allow you to use Newsletter Boxes instead of Content Boxes on the page.
- Allow public to subscribe to this page - This option will display a **Subscribe** link at the bottom of the home page.
- Allow Public to Print Page - This option will display a **Print Page** link at the bottom of the page.
- Show Babel Fish language translation box - This option will add a Babel Fish translation options box will appear at the bottom of your page aligned with the copyright notice on the page. This feature gives viewers the choice of having your site translated into eight different languages.
- Hide link in navigation - This option will only show the link within your navigation when you are editing your page. It will not be visible to page visitors.
- Deny public access to [Page Name] - By choosing this option, only those who are logged into your site will be able to access this page.
- Make this page the homepage.
- Move this page to another section.

Meta Tab

The Meta Tab allows you to enter information for search engines, such as Google, to find your page easier. Information entered into the keywords fields needs to be comma separated.

- You have the option to enter **Page Keywords**. These are key words a visitor may use to search for your page.
- You have the option to enter a **Page Description**. This is the information a search engine will display within the search results.

When you are finished with the page settings, click **Done**.

Add New Question

General Tab

1. To add a question to the page, select **New Question** from the **Edit** menu.
2. Type a question into the **Question** field.
3. Type a corresponding answer into the **Answer** field.
 - You have the option to use the **Advanced Editor** for more advanced text editing.
 - You also have the options to **Check your Spelling** and **Preview** your text.

Styles Tab

Within the Styles Tab, you have the option to:

1. Select the **Alignment**, **Size**, and **Font Color** of your text.
2. Choose **Bold**, **Italic** or to **Make text HTML Friendly**.
3. Enable a **Border** around your post.
 - Choose the border **Color** by clicking on the color block.
 - Choose the border **Size** through the size drop-down menu.
4. Enable a **Background Color** for your post.
 - Choose a new **Color** by clicking on the color block.

Attachments Tab

For further information, please see the Add Attachments Tutorial.

1. Click the **Add Image** icon to add an **Image** to your event. This will be displayed once the event title is clicked on.
2. Click the **Add Link** button to add a hyperlink to your event.
3. Click the **Add file** button to add a document as an attachment to your event.
4. Click **Done** once all items have been completed. Your **Questions and Answers** will appear on the page.

Import

1. You have the option to **Import** the contents of this page. To import information, you must first download the **Questions and Answers Mass Data Import** .csv template.

Setting Up Categories in the Resource Scheduler

You can set up or add categories, which in turn allows you to organize resources as you enter them in the New Resource window. Organizing resources into categories, keeps the Resource Scheduler uncluttered and allow users to locate resources more quickly and efficiently. You can add categories when you initially set up the Resource Scheduler or wait until you have so many resources that they need to be organized.



Categories only show up in the New Resource window (where you add new resources) if you set them up using the **Manage Categories** option on the toolbar.

Follow this path to start work:

1. start on the District or School Home page
2. Navigation menu
3. Resource Scheduler
4. Menu bar
5. Edit
6. Toolbar
7. Manage Categories

To Set Up Categories

Creating categories is simple and provides a way to organize resources in the Resource Scheduler. Creating Parent categories allow you to organize resources into sub-categories, creating a more intricate organizational structure. This is invaluable if you have lots of resources to manage.

Setting up categories

You must add at least one category using the Add New Categories window to see and/or use the Category drop-down list in the New Resources window. Once you've established categories, you can assign resources to a category as you add them or in retrospect.

1. Select **Manage Categories**. The Add New Categories window opens. Any existing categories are listed in the window.
2. Click **Add New**. The **General** tab opens.
3. Enter a name for the category in the **Title** field.
4. Click the arrow to select a **Parent** category from the drop-down list. Attaching a parent to a category creates a hierarchy that allows you to organize resources in the Resource Scheduler. (See specific instructions for adding Parent categories below.)
5. Enter information about the category in the **Description** text box.
6. Click **Done**. The Category drop-down list becomes available in the New Resources window. This allows you to assign new resources to a category.

Setting up parent categories

When initially setting up the Resource Scheduler, the Parent drop-down list in the Add New Categories window is empty. Adding categories populates the Parent drop-down list, however, you may want to add high-level categories like "Equipment" under which sub-categories like Audio Visual, Cleaning, Computer (equipment) may be organized.

1. Select **Manage Categories**. The Add New Categories window opens. Any existing categories are listed in the window.
2. Click the name of the category to be assigned as a sub-category to a parent category.
3. Click the arrow to select a **Parent** category from the drop-down list.



To assign a category as a sub-category under a parent, the parent category must already exist in the system. If not, add it as a category. It becomes available in the **Parent** drop-down list.

4. Click **Done**. The system returns you to the Add New Categories window. The category sits under the parent in a hierarchical list.

Setting Up the Resource Scheduler

The Resource Scheduler allows you to see available resources, determine when they are available, and reserve them. Resources may be rooms, equipment, materials, or even volunteer or floating staff members. The Resource Scheduler puts information at your fingertips so you do not have to chase down someone to reserve then check out the things you need, nor do you need to worry about someone releasing a resource you reserved to someone else. The Resource Scheduler also allows you to see who reserved a resource so you can coordinate or negotiate use for a resource you really need. The great thing about scheduling resources using the Resource Scheduler is that you can reserve resources 24/7.



To avoid confusion, you can only add one Resource Scheduler at the District level and one at each School level.

There are four basic areas that need attention when setting up the Resource Scheduler:

- Page Set Up
- Adding Resources
- Managing Reservations
- Managing Categories

Follow this path to start work:

1. Start on the District or School Home page
2. Menu bar
3. Edit
4. Toolbar
5. New Page

To Set Up the Resource Scheduler Page

1. Select **New Page**. The Add a New Page window opens.
2. Select **Resource Scheduler** from the list. If the District or School site already has a resource scheduler, it is not available in the Add a Page window.
3. Click the tabs at the top of the window to enter the page title, functionality, design, and layout choices, as well as, searchable meta tags.
4. Click **Page Design**, to access SchoolCenter's advanced page design options. Adjust the page design if desired and if you have access privileges.
5. Click **Done** to add the Resource Scheduler.

Adding New Resources to the Resource Scheduler

There are 3 steps to add a resource to the resource scheduler: adding managers, describing the resources, and establishing availability.

1. start in Resource Scheduler
2. Menu bar
3. Edit
4. Toolbar
5. New Resource

Add a Resource Manager

You are automatically added as the default manager of the resource if you create the Resource Scheduler page. You can remove yourself after you added at least one other manager.

1. Select **New Resource**. The New Resource window opens.
2. Select the **General** tab (if the page doesn't open on the tab).
3. Click the **Add Manager** link. Enter information in the **First, Last** or **User Name** fields. Click **Search** to find and select the user who manages access to this resource. There may be a single Manager for all resources.
4. Click **Assign Manager** (left of user name). Notice the user is listed in the Manager section at the top of the window.
5. **Email Notice** is automatically selected. This sets up email notification to the manager when a resource is reserved.

Describe the Resource

1. Click the **Resource Title** field. Enter the name of the resource
2. Click the arrow in the **Categories** drop-down menu to assign the resource to a category. If no categories are set up in the resource scheduler, this menu is not included on the General tab.
3. Click the arrow for the **Quantity Available** drop-down menu and select the number of items available.
4. Select **Show Reserver Info** to allow other users to see contact information for the person reserving the resource.
5. Enter a description, resource instructions, or limitations in the **Description** text box.

Establish Resource Availability

1. Click the **Availability** tab.
2. In the **Time** section enter the time **when the resource is available**. Select **All Day** or enter **Start** and **End Times** if access to the resource is limit.
3. In the **Date** section enter the date **when the resource is available**. Select **Show Immediately** or enter a date in the **Start Showing On** date field. **End Times**
4. Select **Show Indefinitely** or enter a date in the **Stop Showing On** date field.
Click the arrow for the **Quantity Available** drop-down menu and select the number of items available.
5. Select **Show Reserver Info** to allow other users to see contact information for the person reserving the resource.
6. Enter a description, resource instructions, or limitations in the **Description** text box.
7. Click **Done** to add the resource and leave the Resource Scheduler. Click **New Resource** to add another resource.

Managing Reservations in the Resource Scheduler

1. Select **New Page**. The Add a New Page window opens.
2. Select **Resource Scheduler** from the list. If the District or School site already has a resource scheduler, it is not available in the Add a Page window.
3. Click the tabs at the top of the window to enter the page title, functionality, design, and layout choices, as well as, searchable meta tags.
4. Click **Page Design**, to access SchoolCenter's advanced page design options. Adjust the page design if desired and if you have access privileges.
5. Click **Done** to add the Resource Scheduler.

Managing Categories in the Resource Scheduler

1. Select **New Page**. The Add a New Page window opens.
2. Select **Resource Scheduler** from the list. If the District or School site already has a resource scheduler, it is not available in the Add a Page window.
3. Click the tabs at the top of the window to enter the page title, functionality, design, and layout choices, as well as, searchable meta tags.
4. Click **Page Design**, to access SchoolCenter's advanced page design options. Adjust the page design if desired and if you have access privileges.
5. Click **Done** to add the Resource Scheduler.

Adding a Resource Scheduler Page to Your Site

The Resource Scheduler allows users to see available resources, determine when they are available, and reserve them. Resources may be rooms, equipment, materials, or even volunteer or floating staff members. The Resource Scheduler puts information at users' fingertips so they do not have to chase down someone to reserve then check out the things they need, nor do you need to worry about someone releasing a resource they reserved to someone else. The Resource Scheduler also allows users to see who reserved a resource so they can coordinate or negotiate use for a resource they really need. The great thing about scheduling resources using the Resource Scheduler is that you can reserve resources 24/7.



To avoid confusion, you can only add one Resource Scheduler at the District level and one at each School level.

Follow this path to start work:

1. District or School Home page
2. Menu bar
3. Edit
4. Toolbar
5. New Page

To Add a Resource Scheduler Page

1. Select **New Page**. The Add a New Page window opens.
2. Select **Resource Scheduler** from the list. If the District or School site already has a resource scheduler, it is not available in the Add a Page window.
3. Click the tabs at the top of the window to enter the page title, functionality, design, and layout choices, as well as, searchable meta tags. Options that are particularly useful when setting up the Resource Scheduler are Default category, Category Sort Order, and Hide other categories when ... (all on the General tab).
4. Select an option from the **Default category** drop-down list. **Show All** sets the Resource Scheduler to show all categories and their sub-categories. **Show None** shows top tier categories only; sub-categories must be manually expanded to be seen. Choosing a particular **Category** from the drop-down list expands that category only; all other categories are shown as top tier and must be expanded to be seen. Choosing a category does not change the order of the list in the Resource Scheduler.
5. Select Alphabetical or Reverse Alphabetical Order from the **Category Sort Order** drop-down list to set the order of the categories in the Resource Scheduler.
6. Select **Hide other categories when ...** to show just the category being viewed. This is helpful if you have lots categories that push information in the resource list off the bottom of the screen.
7. Click **Page Design**, to access SchoolCenter's advanced page design options. Adjust the page design if desired and if you have access privileges.
8. Click **Done** to add the Resource Scheduler.

Canceling Scheduled Resources

The Resource Scheduler allows users to see available resources and reserve them. But, it is important that if you no longer need a resource that you cancel the reservation. Generally speaking, this isn't a problem: the Resource Scheduler automatically removes expired reservations. However, when another user needs the resource, and checks the Resource Scheduler, the scheduler shows the resource as "reserved". Be courteous and remove reservations for resources as soon as you realize that you no longer need them.

Follow this path to start work:

1. Start on the District or School Home page
2. Navigation bar
3. Resource Scheduler

Retracting a Resource Reservation

1. Select **Resource Scheduler** from the Navigation bar (it may have a slightly different name in your community). The Resource Scheduler window opens.
2. Click **Your Reservations** The scheduler provides a list of your reservations. Each reserved resource is in the list along with the date and time it is scheduled for use.
3. Retract a reservation by selecting the check box and clicking **Cancel Selected Reservations**. A confirmation window opens.
4. Click **Confirm Cancellation**. The system returns you to the resource reservation list. The retracted reservation has been removed from the list.



If you want to re-schedule a resource you have reserved, and it is the only available resource, you must retract your existing reservation before reserving the resource again

Managing Reserved Resources

The Resource Scheduler allows users to see available resources and reserve them. Sometimes users no longer need resources they have reserved, but forget to cancel their reservations. Generally speaking, this isn't a problem: the Resource Scheduler automatically removes expired reservations. However, when another user needs the resource, and checks the Resource Scheduler, the scheduler shows the resource as "reserved".

As the resource manager, use the Reservation Manager to review reservations, send confirmation emails, and purge reservations for resources that are no longer needed. You can also print (or export) a list of reservations.



The Reservation Manager allows you to pull a list of cancellations. This may be helpful in identifying users who abuse resource reservation privileges; you can educate them in cancelling requests, keep an eye on their requests, or ask your administrator to limit their access to the Resource Scheduler.

Follow this path to start work:

1. Start on the District or School Home page
2. Menu bar
3. Edit
4. Toolbar
5. Manage Reservations

Generating a List of Reservations

1. Select **Manage Reservations**. The Reservation Manager opens.
2. Under Categories, select **List All** to see all reserved resources. If the list is too long or you want to review resources in a particular category, click the category name.
3. Enter dates in the **From** and **To** fields or click the **Calendar** icons and select dates to limit the reserved resources list to reservations within a certain time frame.
4. Select **Show Scheduled** to include currently scheduled resources in the reserved resources list. Select **Show Canceled** to include canceled requests only. Select both check boxes to include scheduled reservations and cancellations.
5. Click **Show Results**. The system generates the reserved resources list based on the criteria you choose.
6. The list includes the reservation **Date**, the **Resource** reserved, the **Name** of the user who reserved it and their **Email** address, the **Start** and **End Times** for use of the resource, and the **Amount** (number of that particular resource) the user has reserved.
7. To see more detail about a specific resource or the user who reserved it, click the user name under the **Name** header. A pop up window opens with additional information.
8. Click **Done** to close the window and return to the Reservation Manager.

Printing/Exporting the Resource Reservation List

1. Generate a list of reservations.
2. Click **Print** or **Export**. A print preview of the list opens.
3. Click **Print**. The Print window opens.
4. Choose your print options and print the list.
5. Click **Done** to leave the Reservation Manager.

Canceling Resource Reservations

1. Generate a list of reservations.
2. Select one or more **Select** check boxes in the resource reservation list. Select the **check box in the header** to select or clear all reservations in the list.
3. Click **Cancel Reservations**. The system generates a **Cancellation Notice** to be sent to the email address listed for the user.
4. Click the **Add Comments to Recipients ...** text box if you need to add comments, instructions, or details to the cancellation notice. Remember, if you selected multiple reservations in the reservation resource list the cancellation notice should be generic enough to communicate with all users.
5. Click **Done**. The reservations are removed from the resource reservation list, from the Resource Scheduler, and then becomes available to other users.

Emailing Confirmation and other Communications

1. Generate a list of reservations.
2. Select one or more **Select** check boxes in the resource reservation list. Select the **check box in the header** to select or clear all reservations in the list.
3. Click **Email**. The Send Email window opens.
4. Click the **Subject** and **Message** text boxes and enter information in the email.
5. Click **Send Now**. The email is sent to the selected users and the resource reservation manage re-opens.
6. Click **Done**.

Scheduling Resources

The Resource Scheduler allows you to see resources, determine when they are available, and reserve them. Resources may be rooms, equipment, materials, or even volunteers or floating staff members; whatever your community decides can be shared and needs to be scheduled. The Resource Scheduler puts information at your fingertips so you do not have to chase down someone to reserve, then check out, the things you need. Having a tool that is accessible to everyone helps eliminate scheduling mishaps. The scheduler also allows you to see who reserved a resource so you can coordinate or negotiate use of a resource you really need. The great thing about scheduling resources using the Resource Scheduler is that you can reserve resources 24/7.

Follow this path to start work:

1. Start on the District or School Home page
2. Navigation bar
3. Resource Scheduler

To Schedule a Resource

There are 3 steps to reserving a resource using the Resource Scheduler: find the resource, check its availability, and then make a reservation.

Finding a resource

1. Select **Resource Scheduler** from the Navigation bar (it may have a slightly different name in your community). The Resource Scheduler window opens.
2. Look for the category (under Categories) where you expect the resource is listed. Click the **plus sign** icon next to the category name (if there is one). This expands the sub-category tree. When a category is fully expanded you should see the available resources, not on the tree itself, but in a list at the bottom of the window.
3. Click a category name. All resources in that category are listed at the bottom of the window.
4. If you cannot locate a resource click **List All** at the bottom of the categories list. This expands all category levels and shows every resource available through the Resource Scheduler in the resources list. If the resource is not in this list, contact your administrator to have the resource added to the scheduler.
5. After locating the resource you need, click **Reserve**. The Make a Reservation opens. The top of the window shows the resource you selected to reserve and the number available..

Checking the availability of a resource

1. Under Make a Reservation, enter the date you need the resource directly in the **Date** field or click the **Calendar** icon and choose a date.
2. The system changes the day calendar to the date you select. Look in the time slot you want to reserve. The day calendar shows any existing reservations for the resource and how many other units are still available.
3. Point to the existing reservation to see specifics about the reservation and contact information for the user.
4. If units are available, reserve your resource.

Reserving a resource

1. Under Make a Reservation, enter your contact information in the **Name** and **Email** fields. The **Room** and **Phone** fields are not required but provide the resource manager and other users quick ways to find you.
2. Select the number of units you need in the **Quantity** field. The total number available shows in the list.
3. Enter the date you need the resource directly in the **Date** field or click the **Calendar** icon and choose a date.
4. Enter the time you need the resource directly in the **Time** field or use the diamond-shaped **Time Selector** to change hours, minutes, and AM/PM by clicking the arrows. Do the same in the **till** field to show when you no longer need the resource. Once you select a date, you can also highlight the time in the **day calendar** (right). The system enters the reservation (time span and date) in the day calendar and shows how many units of the resources are still available.
5. If you need to schedule the resource on a regular basis, select an increment from the **Repeat** drop-down list.
6. Enter any instructions in the **Comments** field.
7. Click **Reserve**. The Reservation Confirmation window opens. It shows the details of your reservation.
8. Click **Edit** to change any details. Click **Confirm** to complete the reservation and send it to the person who manages this (or all) resources. The scheduler re-opens with information about your reservation.
9. Click **Back** if you need to go back to the scheduler. Otherwise, leave the scheduler.

Reviewing Resource Reservations

Follow this path to start work:

1. Start on the District or School Home page
2. Navigation bar
3. Resource Scheduler

Reviewing Resource Reservations

1. Select **Resource Scheduler** from the Navigation bar (it may have a slightly different name in your community). The Resource Scheduler window opens.
2. Click **Your Reservations** The scheduler provides a list of your reservations. Each reserved resource is in the list along with the date and time it is scheduled for use.
The only thing you can do in this window is review your reservations or delete a reservation.

Retracting a Resource Reservation

1. Start on the District or School Home page
2. Navigation bar
3. Resource Scheduler

Retracting a Resource Reservation

1. Select **Resource Scheduler** from the Navigation bar (it may have a slightly different name in your community). The Resource Scheduler window opens.
2. Click **Your Reservations** The scheduler provides a list of your reservations. Each reserved resource is in the list along with the date and time it is scheduled for use.
3. Retract a reservation by selecting the check box and clicking **Cancel Selected Reservations**. A confirmation window opens.
4. Click **Confirm Cancellation**. The system returns you to the resource reservation list. The retracted reservation has been removed from the list.



If you want to re-schedule a resource you have reserved, and it is the only available resource, you must retract your existing reservation before reserving the resource again

School Policies

With the School Policies page, you can list your school's policies and procedures in an easy to find format. This component allows you to upload and store files to your site. We support over 350 file types. The maximum file size is 100MB per individual file; however, you can upload as many files as you need.

Page Settings

To make changes to the **Title** or other settings, click **Page Settings** located in the **Edit** toolbar. The **Page Settings** window will open.

General Tab

On the **General** tab, you can edit the following settings:

1. Change the **Page Title**.
2. Add a **Subdirectory**.
3. **Password protect the page in View Mode**. Checking this option will allow you to choose a generic **Username** and **Password** for the page.
4. **Show hit counter** at the bottom of the page.

Details Tab

In this tab you have the options to:

1. Allow more than one (1) Add picture and text - By default, only one (1) content box is allowed on the page.
 - You also have the option to **Use newsletter style scrapbook instead of Add picture and text** - This will allow you to use Newsletter Boxes instead of Content Boxes on the page.
2. Allow public to subscribe to this page - This option will display a **Subscribe** link at the bottom of the home page.
3. Allow Public to Print Page - This option will display a **Print Page** link at the bottom of the page.
4. Show Babel Fish language translation box - This option will add a Babel Fish translation options box will appear at the bottom of your page aligned with the copyright notice on the page. This feature gives viewers the choice of having your site translated into eight different languages.
5. Hide link in navigation - This option will only show the link within your navigation when you are editing your page. It will not be visible to page visitors.
6. Deny public access to [Page Name] - By choosing this option, only those who are logged into your site will be able to access this page.
7. Make this page the homepage.
8. Move this page to another section.

Meta Tab

The Meta Tab allows you to enter information for search engines, such as Google, to find your page easier. Information entered into the keywords fields needs to be comma separated.

1. You have the option to enter **Page Keywords**. These are key words a visitor may use to search for your page.
2. You have the option to enter a **Page Description**. This is the information a search engine will display within the search results.

When you are finished with the page settings, click **Done**.

Manage Categories

Categories are useful for organizing your documents, and act like virtual file folders. Rather than have all of your documents in the default "My Files" category, you can add as many categories as you like.

Add New Category

To add a new category, click **Manage Categories** located in the **Edit** toolbar. The **Manage Categories** window will open.

To create a new category:

1. Click **Add New**. The **Edit Category** window will open.
2. Type the name of the category in the **Title** field.
3. To create nested categories, you can choose a **Parent** category.
4. You have the option of typing a **Description** for your category. The Description will appear once the category link is clicked on from the Document Manager page.
5. Click **Done** when you are finished.

To create a new category, repeat the above steps.

Edit Categories

To edit a category, click **Manage Categories** located in the **Edit** toolbar. The **Manage Categories** window will open.

To edit a category:

1. Click the title of the category you want to edit. The **Edit Category** window will open.
2. Within the **Edit Category** window, you can change the **Title**, **Parent**, or **Description**.
3. Click **Done** when you are finished.

New Document

To upload documents to a specific category in your document manager, first click the name of the category on the page.

Click **New Document** located in the **Edit** toolbar. The **Upload File** window will open.

Select the upload method you want to use: Enhanced, Standard or Remote File.

Standard Mode

Using the standard mode, you can upload files one at a time.

1. To use Standard Mode, click **Standard Mode** and then click **Select Upload Method**.
2. To add a document from your computer, click **Browse**.
3. Select the document file you want to add by double-clicking it.
4. Click **Upload file**.
5. After your file uploads, you can browse for another file or click **Done**.
6. You can change your file name in the text box provided.
7. Choose the category you want to place the file in by selecting the correct category from the drop-down menu.
8. If you no longer want this document uploaded, click Delete.
9. You can enter a description of your document by clicking the edit icon in the description field, and entering your description in the pop-up window.
10. Click **Done** to save your changes.

Enhanced Mode

Using the enhanced mode, you can upload up to 25 files at once.

Note: To add files using Enhanced Mode, you will need to have Java installed on your machine.

1. Click the **Edit** drop-down menu at the top of the page, then choose **Add New Document**.
2. Click **Enhanced Mode** and then click **Select Upload Method**. It may take a few moments for the Java window to load fully.
3. To add files, click **Add** in the new window. In the file browser that opens, select individual or multiple files. After you have selected your files from the browser, click **Open**. Alternatively, you can open a file browser.
4. Once you have opened the browser and navigated to the files you want to add, simply drag and drop them into the upload window.
5. Once you have dragged and dropped the files you are adding to your page, click **Done**. Wait for the progress bar to complete.
6. In the new window, you can change your file name in the text box provided.
7. Choose the category where you want to place the file by selecting the correct category from the drop-down menu.
8. If you no longer want this document uploaded, select Delete.
9. You can enter a description of your document by clicking the edit icon in the description field, and entering your description in the pop-up window.
10. Once you click **Done**, your files will be added to your page.

Remote Mode

Using the remote mode, you can link to documents located on other websites.

1. Click the **Edit** drop-down menu at the top of the page, then choose **Add New Document**.
2. Click **Remote File**.
3. Click **Select Upload Method** and a new window will open.
4. Choose the category where you want to place the file by selecting the correct category from the drop-down menu.
5. Enter the file's URL in the **File Location** field.
6. Enter the name of the file in the **Name** field.
7. Enter a description of the file in the **Description** field.
8. When you are finished, click **Done**.

View and Download Files

To view a specific file, click the name of the category the file belongs to. If you do not know the category name, click **Select All**. The list of files associated with the category will appear within the table.

Click the name of the file you want to view and/or download. The following file information will appear:

- Category name
- File name
- Date added
- File size
- Download Now link

To download the file, click the **Download Now!** link. Your computer's file download dialog will appear, allowing you to save the file to your computer.

Scrapbook Pages

Your Scrapbook page component allows you to put your classroom or school on display by showing class pictures or important information.



There are several pages similar to the Scrapbook page: Department Information, Project Diary, School History, School Map. Each of these page types contain the same characteristics and behave the same. Only the default page name differs.

Page Settings

The **Page Settings** option allows you to determine the look, the options available in, and the functionality of this page.

Follow this path to start work:

1. Start on the section where you are adding the page
2. Menu bar
3. Edit
4. Toolbar
5. New Page
6. Add a Page window
7. Select the type of page to add
8. Page Settings window opens
9. Select a tab

General Tab

- You have the option to change the Page Title by entering a new title in the **Site Title** field. This change reflects on the Administrative Department page where the site was created.
- Use the **Subdirectory** field to create a short URL for your site. For example, add the word elementary to the URL for your Elementary School home page, the URL becomes <http://yourdomain.com/elementary>.
- Select the **Password protect this page...** check box to choose a generic username and password for the page that users must enter before they can view this particular page.
- Select the **Show hit counter** check box to create a hit counter at the bottom of the page. **Prime the Counter**, by entering a start number so the counter does not start at "0".
- The **Navigation Buttons (Previous & Next)** options change depending on the Layout options you select for this page.
- If you select the **Scrapbook** or **Categorized** layout (on the **Layout** tab), you can set the number of content boxes allowed on a page.
- Select the number of content boxes to show on the page in the **Items Per Page** drop-down list. The default is **All**, but you can set a given number of boxes to be included on a page. Once this number of content boxes is shown, a **next** link appears on the page to allow users to view the other items. A **previous** link allows users to navigate back to through the pages.
- Select a page position for the previous and next links from the **Prev/Next Style** drop-down list.

- If you have multiple pages, and want to show page numbers on the pages, leave **Yes** in the **Show Page Numbers** drop-down list. Select **No** to exclude page numbers.
- If you select the **Categorized** layout, you can select the **Show category title...** check box to show the category title and description on a second page, if you created on the first Scrapbook page.
- If you select the **Newsletter** layout, you can select the **Hide all box titles** option, to prevent the titles of all newsletter boxes from showing on the page. You can also allow or prevent titles from showing when you create each newsletter box.

Details Tab

- Select the **Allow public to subscribe...** check box to provide a subscribe link at the bottom of the Home page.
- Select the **Allow Public to Print...** check box to provide a link at the bottom of the page for printing.
- Select the **Show Babel Fish...** check box to access the Babel Fish language selection options. Choose a language and you are re-directed to the Babel Fish site for page translation.
- Select the **Hide link in navigation** check box to prevent this link from showing in the navigation bar or the breadcrumb trail.
- Select the **Deny public access...** check box to allow only users who with log in access to reach this site.
- Select the **Make this page...** check box to use this page as the Home page for your site.
- Select the **Move this page...** link to add the page to the Move Buffer. It can then be added to another section in the site.

Meta Tab

The Meta tab allows you to enter information that is used by search engines, such as Google, to lead visitors to your site and/or Home page. Use commas to separated words entered in the Keywords fields.

- Enter key words that a visitor might use to search for your site using a search engine in the **Site Keywords** text box.
- Enter details about your site that search engines will include with search results so visitors know they have found the correct site in the **Site Description** text box.
- Enter key words that a visitor might use to search for your Home page in the **Page Keywords** text box.
- Enter details about your Home page that search engines will include with search results so visitors know they have found the correct page in the **Page Description** text box.

Layouts Tab

- Currently there are 3 layout options available to format your Scrapbook Page: Scrapbook, Categorized, and Newsletter Style:

Scrapbook style layouts allow you to add text, images, and other media file using content boxes. The Scrapbook layout allows for multiple content boxes, stacked vertically on the page.

Categorized style The Categorized Scrapbook allows you to create a scrapbook that is separated by categories, an option that works well for scrapbooks that contain several pictures. The Categorized Scrapbook works in the same way as a regular Scrapbook, with the only difference being the this layout requires an extra page that breaks the Scrapbook into categories.

Newsletter style layouts allow you to create multiple boxes arranged in columns, and combine multiple page summaries or gadgets in a single newsletter box to create a **newsletter group**. You can display images, text, page summaries, or gadgets (small tools) in newsletter boxes.

Search

The Search page allows Visitors to search your site.

Page Settings

To make changes to the **Title** or other settings, click **Page Settings** located in the **Edit** toolbar. The **Page Settings** window will open.

General Tab

On the **General** tab, you can edit the following settings:

1. Change the **Page Title**.
2. Add a **Subdirectory**.
3. **Password protect the page in View Mode**. Checking this option will allow you to choose a generic **Username** and **Password** for the page.
4. **Show hit counter** at the bottom of the page.

Details Tab

In this tab you have the options to:

1. Allow more than one (1) Add picture and text - By default, only one (1) content box is allowed on the page.
 - o You also have the option to **Use newsletter style scrapbook instead of Add picture and text** - This will allow you to use Newsletter Boxes instead of Content Boxes on the page.
2. Allow public to subscribe to this page - This option will display a **Subscribe** link at the bottom of the home page.
3. Allow Public to Print Page - This option will display a **Print Page** link at the bottom of the page.
4. Show Babel Fish language translation box - This option will add a Babel Fish translation options box will appear at the bottom of your page aligned with the copyright notice on the page. This feature gives viewers the choice of having your site translated into eight different languages.
5. Hide link in navigation - This option will only show the link within your navigation when you are editing your page. It will not be visible to page visitors.
6. Deny public access to [Page Name] - By choosing this option, only those who are logged into your site will be able to access this page.
7. Make this page the homepage.
8. Move this page to another section.

Meta Tab

The Meta Tab allows you to enter information for search engines, such as Google, to find your page easier. Information entered into the keywords fields needs to be comma separated.

1. You have the option to enter **Page Keywords**. These are key words a visitor may use to search for your page.
2. You have the option to enter a **Page Description**. This is the information a search engine will display within the search results.

When you are finished with the page settings, click **Done**.

Perform a Search

You have the option to conduct a Basic or Advanced search. Basic Search is selected by default.

Basic Search

The Basic Search feature searches content within pages found in the immediate site. The Basic Search does not search other sites within your district domain, nor does it search page titles. To search for page titles, you will need to perform an Advanced Search.

1. Enter a search phrase in the provided search field.
2. You have the option to **Search entire site**. This option enables the Search component to search all pages within the domain. If this option is not enabled, only the section of the site you are searching in will be searched (such as a school or classroom site).
3. Click the **Search** button. Your search results will appear on the page.
4. Click the **Clear Results** button to remove the results to perform a new search.

Advanced Search

The Advanced Search option allows you to search for page titles and/or content found within the immediate site or within your entire domain.

1. Click the **[Advanced Search]** link. The Advanced Search options will display.
2. You have the option to **Search entire site**. This option enables the Search component to search all pages within the domain. If this option is not enabled, only the section of the site you are searching in will be searched (such as a school or classroom site).
3. By default, **Search titles** will be checked. This option will allow the Advanced Search to search page titles in addition to page content.
4. You may choose to **specify the page components to search**: What's New, FAQ (Questions & Answers), Links, Scrapbook, Calendar, Document Manager, Contact Directory or Layout Page.
5. Click the **Search** button. Your search results will appear on the page.
6. Click the **Clear Results** button to remove the results to perform a new search.

Google Search

If you have enabled Google Search through Page Settings, all search results will be displayed through Google.

Basic Search

1. Enter the word or phrase you wish to search for in the **Google search** field.
2. Click the **Search** button. The search results will be displayed within a Google search results page.
3. If there are no results to match your criteria, a message will be displayed. You will then have the option of performing an **Advanced Search** through Google.

Advanced Search

1. On the Google search results page, click the **Advanced Search** link. The Advanced Search options will be displayed.
2. Fill in the **Advanced Search criteria**. For further information regarding Google's Advanced Search Feature, please visit the Advanced Search Tips provided by Google.
3. Click the **Advanced Search button**. Your results will be displayed.

Using the Search Page to Search Your Site

The Search page allows you to search your site and/or the entire community for content, attachments, and documents. Using Search saves you time and means you don't have to visit various pages or review all files in a document manager to find what you need. Search may also retrieve unexpected items that you can use.

Search retrieves items by searching site and/or document content, descriptions, Meta information, and page types that contain any of the words you use in your search. Query words must match those found in a result precisely for the system to include an item in search results (although you can use lower case or capital letters). This often creates a long list of returns.

To narrow the list of returns, start your search in the section that you want to search. The system only searches that section. Additionally, it is wise to use as few, specific words as you can to generate results. Using uncommon words that you know are associated with the information you need is also helpful to efficiently narrow search results.



To expand your search outside of any section, you must select the **Search All District Websites** check box. This applies whether you want to include sections above or below the hierarchy of the current section. For example, if you are in your School section, but want to search Classroom sites, you must select this check box. Your search now includes sites in the Classroom section, but also expands the search to *all sites* in the district. This dramatically increases the number of returns you will have to review. To keep the list of returns manageable, it makes sense to move to the section you need to search.

To search by title, you must enter words in the title precisely and place an underscore before, between, and after each word you enter.

Search is an optional page. If you or the section administrator has not added a Search page and added it to the Navigation Bar it will not be available in that section. If search has been added in another section it can be used to search the entire district but you will have to deal with search results generated from content throughout the entire district.

To Use SchoolCenter Search

Follow this path to start work:

1. Any page, preferably in the specific Section to Search
2. Navigation Bar
3. Search
 1. Enter a search phrase in the **Search** field.
 2. You have the option to **Search entire site**. This option enables the Search component to search all pages within the domain. If this option is not enabled, only the section of the site you are searching in will be searched (such as a school or classroom site).
 3. Click the **Search** button. Your search results will appear on the page.
 4. Click the **Clear Results** button to remove the results to perform a new search.

To Use Google Search (if available)

If your administrator adds Google Search to the SchoolCenter Search page, all search results are displayed through Google. Even though the results are displayed in a Google results page, the search only returns results for content in your community; it does not search the entire internet.

Searching with Google Search

1. Enter the word or phrase to search in the **Google** search field.
2. Click the **Search** button. Search results appear in a Google search results page.
3. If there are no results for your search, change your search terms and/or use [Google search syntax](#) to limit your search.

Site Map

The Site Map component allows visitors to easily navigate to any page throughout your school or district's website.

Page Settings

To make changes to the **Title** or other settings, click **Page Settings** located in the **Edit** toolbar. The **Page Settings** window will open.

General Tab

On the **General** tab, you can edit the following settings:

1. Change the **Page Title**.
2. Add a **Subdirectory**.
3. **Password protect the page in View Mode**. Checking this option will allow you to choose a generic **Username** and **Password** for the page.
4. **Show hit counter** at the bottom of the page.

Details Tab

In this tab you have the options to:

1. Allow more than one (1) Add picture and text - By default, only one (1) content box is allowed on the page.
 - You also have the option to **Use newsletter style scrapbook instead of Add picture and text** - This will allow you to use Newsletter Boxes instead of Content Boxes on the page.
2. Allow public to subscribe to this page - This option will display a **Subscribe** link at the bottom of the home page.
3. Allow Public to Print Page - This option will display a **Print Page** link at the bottom of the page.
4. Show Babel Fish language translation box - This option will add a Babel Fish translation options box will appear at the bottom of your page aligned with the copyright notice on the page. This feature gives viewers the choice of having your site translated into eight different languages.
5. Hide link in navigation - This option will only show the link within your navigation when you are editing your page. It will not be visible to page visitors.
6. Deny public access to [Page Name] - By choosing this option, only those who are logged into your site will be able to access this page.
7. Make this page the homepage.
8. Move this page to another section.

Meta Tab

The Meta Tab allows you to enter information for search engines, such as Google, to find your page easier. Information entered into the keywords fields needs to be comma separated.

1. You have the option to enter **Page Keywords**. These are key words a visitor may use to search for your page.
2. You have the option to enter a **Page Description**. This is the information a search engine will display within the search results.

When you are finished with the page settings, click **Done**.

Using the Site Map

The Site Map page will display all pages within your domain, broken down by sections. Upon entering your Site Map page, you will view a list of all pages directly within your site.

1. Your current site will be shown in **bold** lettering.
2. Sites higher in the hierarchy will display an up arrow. Clicking this arrow will allow you to view the page list within the site higher in the hierarchy.
3. Section list pages will display a double down chevron arrow. Clicking the arrow will allow you to go to a site lower in the hierarchy.

Test Bank

The Test Bank component is available at the classroom level as a unique and efficient way to quiz your students over the material learned in class. This component provides an excellent study tool for your students. You can add as many Test Banks to your site as you want, covering as many subjects as you want. With the use of this component, your students' testing skills can begin to improve exponentially.

Page Settings

To make changes to the **Title** or other settings, click **Page Settings** located in the **Edit** toolbar. The **Page Settings** window will open.

General Tab

On the **General** tab, you can edit the following settings:

1. Change the **Page Title**.
2. Add a **Subdirectory**.
3. **Password protect the page in View Mode**. Checking this option will allow you to choose a generic **Username** and **Password** for the page.
4. **Show hit counter** at the bottom of the page.

Details Tab

In this tab you have the options to:

1. Allow more than one (1) Add picture and text - By default, only one (1) content box is allowed on the page.
 - You also have the option to **Use newsletter style scrapbook instead of Add picture and text** - This will allow you to use Newsletter Boxes instead of Content Boxes on the page.
2. Allow public to subscribe to this page - This option will display a **Subscribe** link at the bottom of the home page.
3. Allow Public to Print Page - This option will display a **Print Page** link at the bottom of the page.
4. Show Babel Fish language translation box - This option will add a Babel Fish translation options box will appear at the bottom of your page aligned with the copyright notice on the page. This feature gives viewers the choice of having your site translated into eight different languages.
5. Hide link in navigation - This option will only show the link within your navigation when you are editing your page. It will not be visible to page visitors.
6. Deny public access to [Page Name] - By choosing this option, only those who are logged into your site will be able to access this page.
7. Make this page the homepage.
8. Move this page to another section.

Meta Tab

The Meta Tab allows you to enter information for search engines, such as Google, to find your page easier. Information entered into the keywords fields needs to be comma separated.

1. You have the option to enter **Page Keywords**. These are key words a visitor may use to search for your page.
2. You have the option to enter a **Page Description**. This is the information a search engine will display within the search results.

When you are finished with the page settings, click **Done**.

Add a New Test

1. In the areas stating **(New Test)**, type the name of the new test.
2. Click **Add New**.
3. Click **Edit** to begin entering your questions for the new test.
4. In the **Description** text box, type a question you want those taking the test to answer.
5. Enter the instructions for the test in the **Instructions** text box. This information will appear in the **Test** window.
6. Click **Done** to save your test.

You also have the option to allow students to retry after answering a question incorrectly by selecting the Allow Retries box.

Adding Questions

1. To add, delete, and change questions, click **Edit Questions**.
2. You can select the number of questions for this test from the drop-down menu.
3. You will then have the option to edit each question by clicking the **New Question #** links provided.
4. You can type the question in the text box at the top.
5. To delete this question, click **Delete** located above the text box.
6. You can also add an image or video files to the question by clicking **Add Media** located below the text box.

Adding Answers

1. To add answers, select the number of answers you would like to make available for this question from the **Answers** drop-down menu.
2. Type the answer, putting the answer to the question in the **Answer** text box and the response (to indicate to the student upon choosing this answer whether it is correct or incorrect) in the **Response** text box.
You may enter any information you wish (including explanations) into the Response text box.
1. When you are finished editing this question, click **Save Question**.
2. To return to the main window, click **Back**. You may add as many tests to your Test Bank page as you would like. You also have the option to add a header that contains an image and text to the Test Bank page.

Useful Links

The Useful Links component is an easy way to add links to your page by creating a directory of links to outside web pages.

Page Settings

To make changes to the **Title** or other settings, click **Page Settings** located in the **Edit** toolbar. The **Page Settings** window will open.

General Tab

On the **General** tab, you can edit the following settings:

1. Change the **Page Title**.
2. Add a **Subdirectory**.
3. **Password protect the page in View Mode**. Checking this option will allow you to choose a generic **Username** and **Password** for the page.
4. **Show hit counter** at the bottom of the page.

Details Tab

In this tab you have the options to:

1. Allow more than one (1) Add picture and text - By default, only one (1) content box is allowed on the page.
 - You also have the option to **Use newsletter style scrapbook instead of Add picture and text** - This will allow you to use Newsletter Boxes instead of Content Boxes on the page.
2. Allow public to subscribe to this page - This option will display a **Subscribe** link at the bottom of the home page.
3. Allow Public to Print Page - This option will display a **Print Page** link at the bottom of the page.
4. Show Babel Fish language translation box - This option will add a Babel Fish translation options box will appear at the bottom of your page aligned with the copyright notice on the page. This feature gives viewers the choice of having your site translated into eight different languages.
5. Hide link in navigation - This option will only show the link within your navigation when you are editing your page. It will not be visible to page visitors.
6. Deny public access to [Page Name] - By choosing this option, only those who are logged into your site will be able to access this page.
7. Make this page the homepage.
8. Move this page to another section.

Meta Tab

The Meta Tab allows you to enter information for search engines, such as Google, to find your page easier. Information entered into the keywords fields needs to be comma separated.

1. You have the option to enter **Page Keywords**. These are key words a visitor may use to search for your page.
2. You have the option to enter a **Page Description**. This is the information a search engine will display within the search results.

When you are finished with the page settings, click **Done**.

New Category

To add a category to your page, click **New Category** located in the **Edit** toolbar. The **Add New Category** window will open.

General Tab

1. Type a name for your category in the **Title** field.
2. Next, enter a **Description** for your category in the provided field.
 - You have the option to use the **Advanced Content Editor**.
 - You also have the option to **Check your Spelling** and **Preview** your text.
3. If you would like to create nested categories, choose the "parent" category from the **Category** menu.
4. Click the **Styles** tab.

Category Styles Tab

The Category Styles tab allows you to change the look of your category's title text. Within the Category Styles Tab, you have the option to:

1. Select the **Alignment**, **Size**, and **Font Color** of your text.
2. Choose **Bold**, **Italic** or to **Make text HTML Friendly**.
3. Enable a **Border** around your post.
 - Choose the border **Color** by clicking on the color block.
 - Choose the border **Size** through the size drop-down menu.
4. Enable a **Background Color** for your post.
 - Choose a new **Color** by clicking on the color block.

Description Styles Tab

The Description Styles tab allows you to change the look of your category's description text. Within the Description Styles Tab, you have the option to:

1. Select the **Alignment**, **Size**, and **Font Color** of your text.
2. Choose **Bold**, **Italic** or to **Make text HTML Friendly**.
3. Enable a **Border** around your post.
 - Choose the border **Color** by clicking on the color block.
 - Choose the border **Size** through the size drop-down menu.
4. Enable a **Background Color** for your post.
 - Choose a new **Color** by clicking on the color block.

Attachments Tab

The Attachments tab allows you to upload a file as an attachment to the category.

1. To add a file as an attachment, click **Add File**. A new window will open.
2. You have two options for uploading files: **Enhanced Mode** and **Standard Mode**. Select an option and then click the **Select Upload Method** button.

Standard Mode

1. To use Standard Mode, click **Standard Mode** and then click **Select Upload Method**.
2. To add a file from your computer, click **Browse**.

3. Select the file you want to add by double-clicking it.
4. Click **Upload file**.
5. After your file uploads, you can browse for another file or click **Done**.
6. You can change your file name in the text box provided.
7. If you no longer want this document uploaded, click **Delete**.
8. Click **Done** to save your changes.

Enhanced Mode

To add files using Enhanced Mode, you will need to have Java installed on your machine. If you do not have it installed, the Enhanced Upload will not work.

1. Click **Enhanced Mode** and then click **Select Upload Method**. It may take a few moments for the Java window to load fully.
2. To add files, you can click **Add** in the new window to open a file browser to select individual or multiple files. After you have selected your files from the browser, click **Open**. Alternatively, you can open a file browser.
3. Once you have opened the browser and navigated to the files you want to add, simply drag and drop them into the **SchoolCenter** window.
4. Once you have dragged and dropped the files you are adding to your page, click **Done**. Wait for the progress bar to complete.
5. In the new window, you can change your file name in the text box provided.
6. If you no longer want this document uploaded, you can select **Delete**.
Attachments will appear on the page in the order in which they are uploaded.
1. Once you have made necessary changes to the General, Category Styles, Description Styles and Attachments tabs, click the **Done** button. The Category you created will appear on your page.
 - You may also add another link by clicking the **New** button.
2. The **number of links** found within each category will be displayed next to the category name, unless specified not to through Page Settings.

Add a Link

To add a link to your page, select **New Link** from the **Edit** menu. The Add New Link window will open.

General Tab

1. Type a name for your link in the **Title** field.
2. Type the link's web address into the **URL** field.
3. Choose if you would like your link to open in the **Same Window** or **New Window** from the **Open link in** menu.
4. Next, enter a **Description** for your category in the provided field.
 - You have the option to use the **Advanced Content Editor**.
 - You also have the option to **Check your Spelling** and **Preview** your text.
5. Choose which **Category** you would like to place your link in from the Category menu. If you do not want to place the link into a menu, choose the **Top Level** option.
6. Click the **Styles** tab.

Link Styles Tab

The Link Styles tab allows you to change the look of your link's title text. Within the Link Styles Tab, you have the option to:

1. Select the **Alignment**, **Size**, and **Font Color** of your text.
2. Choose **Bold**, **Italic** or to **Make text HTML Friendly**.
3. Enable a **Border** around your post.
 - Choose the border **Color** by clicking on the color block.
 - Choose the border **Size** through the size drop-down menu.
4. Enable a **Background Color** for your post.
 - Choose a new **Color** by clicking on the color block.

Description Styles Tab

The Description Styles tab allows you to change the look of your link's description text. Within the Description Styles Tab, you have the option to:

1. Select the **Alignment**, **Size**, and **Font Color** of your text.
2. Choose **Bold**, **Italic** or to **Make text HTML Friendly**.
3. Enable a **Border** around your post.
 - Choose the border **Color** by clicking on the color block.
 - Choose the border **Size** through the size drop-down menu.
4. Enable a **Background Color** for your post.
 - Choose a new **Color** by clicking on the color block.

Attachments Tab

The Attachments tab allows you to upload a file as an attachment to the category.

1. To add a file as an attachment, click **Add File**. A new window will open.
2. You have two options for uploading files: **Enhanced Mode** and **Standard Mode**. Select an option and then click the **Select Upload Method** button.

Standard Mode

1. To use Standard Mode, click **Standard Mode** and then click **Select Upload Method**.
2. To add a file from your computer, click **Browse**.
3. Select the file you want to add by double-clicking it.
4. Click **Upload file**.
5. After your file uploads, you can browse for another file or click **Done**.
6. You can change your file name in the text box provided.
7. If you no longer want this document uploaded, click **Delete**.
8. Click **Done** to save your changes.

Enhanced Mode

To add files using Enhanced Mode, you will need to have Java installed on your machine. If you do not have it installed, the Enhanced Upload will not work.

1. Click **Enhanced Mode** and then click **Select Upload Method**. It may take a few moments for the Java window to load fully.
2. To add files, you can click **Add** in the new window to open a file browser to select individual or multiple files. After you have selected your files from the browser, click **Open**. Alternatively, you can open a file browser.
3. Once you have opened the browser and navigated to the files you want to add, simply drag and drop them into the **SchoolCenter** window.
4. Once you have dragged and dropped the files you are adding to your page, click **Done**. Wait for the progress bar to complete.
5. In the new window, you can change your file name in the text box provided.
6. If you no longer want this document uploaded, you can select **Delete**. Attachments will appear on the page in the order in which they are uploaded.

Once you have made necessary changes to the General, Category Styles, Description Styles and Attachments tabs, click the **Done** button. The Category you created will appear on your page.

- You may also add another link by clicking the **New** button.

Edit Link or Category

To Edit an existing link or category:

1. While the Edit options are engaged, hover your mouse over the link or category you wish to edit, then click on the **Edit Pencil**.
2. Select either **Edit Link** or **Edit Link Category**. The appropriate window will open.
3. Make any necessary changes to your link or link category.
4. Click **Done**.

What's New Page

The What's New page provides a place where you can post upcoming events and news. You can add a title, date, and brief description for your event or news and include links or attachments with supporting information.

Page Settings

The **Page Settings** option allows you to determine the look, the options available in, and the functionality of this page.

Follow this path to start work:

1. Start on the section where you are adding the page
2. Menu bar
3. Edit
4. Toolbar
5. New Page
6. Add a Page window
7. Select the type of page to add
8. Page Settings window opens
9. Select a tab

General Tab

- You have the option to change the Page Title by entering a new title in the **Site Title** field. This change reflects on the Administrative Department page where the site was created.
- Use the **Subdirectory** field to create a short URL for your site. For example, add the word elementary to the URL for your Elementary School home page, the URL becomes <http://yourdomain.com/elementary>.
- Select the **Password protect this page...** check box to choose a generic username and password for the page that users must enter before they can view this particular page.
- Select the **Show hit counter** check box to create a hit counter at the bottom of the page. **Prime the Counter**, by entering a start number so the counter does not start at "0".
- Select how event are sorted by selecting **Oldest Date** or **Most Recent Date** from the **Date Sort Order** drop-down list. Oldest Date is the default, which sets up the page to show events from oldest to newest.
- Select the **Show details initially** check box to show links to and attachments about events on the What's Up page when visitors access the page. This eliminates the need to click the event link to show available details about the event.
- Select the **Open details in new window** check box if you want event information to open in a new window, rather than in the What's New page.

Details Tab

- Select the **Syndicate this page with RSS** check box to allow users to automatically access page information using an RSS reader.

- Select the **Allow more than one (1)...** check box so that more than one content box may be added on the page.
- If you select the Allow more than one (1)... check box, the system provides the **Use newsletter style scrapbook...** check box. Selecting this option enables you to use content boxes and newsletter boxes. If you allow newsletter boxes, the system provides a second check box to exclude titles from any newsletter boxes that you may add.
- Select the **Allow public to subscribe...** check box to provide a subscribe link at the bottom of the Home page.
- Select the **Allow Public to Print...** check box to provide a link at the bottom of the page for printing.
- Select the **Show Babel Fish...** check box to access the Babel Fish language selection options. Choose a language and you are re-directed to the Babel Fish site for page translation.
- Select the **Hide link in navigation** check box to prevent this link from showing in the navigation bar or the breadcrumb trail.
- Select the **Deny public access...** check box to allow only users who with log in access to reach this site.
- Select the **Make this page...** check box to use this page as the Home page for your site.
- Select the **Move this page...** link to add the page to the Move Buffer. It can then be added to another section in the site.

Meta Tab

The Meta tab allows you to enter information that is used by search engines, such as Google, to lead visitors to your site and/or Home page. Use commas to separated words entered in the Keywords fields.

- Enter key words that a visitor might use to search for your site using a search engine in the **Site Keywords** text box.
- Enter details about your site that search engines will include with search results so visitors know they have found the correct site in the **Site Description** text box.
- Enter key words that a visitor might use to search for your Home page in the **Page Keywords** text box.
- Enter details about your Home page that search engines will include with search results so visitors know they have found the correct page in the **Page Description** text box.

Adding Events to the What's New Page

The What's New page provides a place where you can post upcoming events and news. You can add a title, date, and brief description for your event or news and include links or attachments with supporting information.

To Add an Event to the What's New Page

The **Page Settings** option allows you to determine the look, the options available in, and the functionality of this page.

Follow this path to start work:

1. Start on the What's New page
2. Menu bar
3. Edit
4. Toolbar
5. New Event
6. What's New window
7. Select a tab

General Tab

The General tab allows you to title and enter content for your event.

1. Click the **Calendar** icon to select the date of the event.
2. Type a name for your new event in the **Title** field.
3. Enter a description for your event in the **Text** text box.
4. Click the **Advanced Content Editor** button to add style, color, and images to your event.
5. Click the **Check Spelling** button to check the text for spelling errors.
6. Click the **Preview** button to review the content before posting it.

Don't worry about committing content without previewing it; you can easily edit anything you commit to the page.

Options Tab

The Options tab allows you to set the dates when your event shows in the What's New page.

1. When you enter What's New events, the system, by default, starts showing the event immediately. If, instead, a start date has been set, and you need to move the date up so the event starts showing now, select the **Start Showing Immediately** checkbox.
2. To set a specific date when the event should be included in the What's New page, enter a date in the **Start Showing On** field or select the date from the calendar.
3. The system, also automatically selects the **Never Stop Showing** option, to ensure you event stays available to and beyond the actual event date.
4. To set a date when the event when the event will be removed from the What's Up page, enter a date in the **Stop Showing On** field or select the date from the calendar.
5. When you enter an event you are the author. If someone changes the information, they become the author. The system hides author information by default. To show information about the author, select the **Show** option in the **Author** section.

Styles Tab

The Styles tab allows you to stylize the content or newsletter box you used to add and event to the What's New page.

1. Align the text in your event box by selecting the **Left**, **Center** or **Right** option.
2. Select the font size for your text from the **Size** drop-down list.
3. Click the **color box** to the right of the **Font Color:** and select a color for the text from the color picker.
4. Select the **Border** check box, then select the **Color** check box to open the **color picker** to add a colorful border around the content box area. Pick a line size for the border from the **Size** drop-down list.
5. Select the **Background Color** check box, then select the **Color** check box to open the **color picker** and add a colorful background in the content box area.
6. Click the **Check Spelling** icon to check your text for spelling errors.
7. You can also add images, media, links, tables, or attachments using options on the toolbar.
8. Click **Save** to save the new formatting.

Attachments Tab

The Attachments tab allows you to add links or files to your event.

To add links to your event

1. Click the **Add Link** button.
2. Enter the link URL in the **Link** column.
3. Enter a name for the link in the **Link Name** column.
4. Select the **Open in a new window** check box if you want the information retrieved by the link to open in a new window.
5. Click **Done** to return to the page where you wanted the file attached. Notice the file now appears below the content box.

To attach files one at a time using Standard Mode

1. Click **Add File**. The Choose Mode window opens.
2. Choose **Standard Mode**.
3. Click the **Select Upload Method** button. A window opens for browsing through files.
4. Click **Browse** and locate a file to upload. Double-click the file to upload it. A window opens showing progress on the upload. Add more files using the **Browse** field that opens after the previous file finishes uploading.
5. Click **Done**. A window opens for renaming files.
6. Rename the file in the **Filename** field if desired.
7. Click **Done**. The Edit Content window re-opens.
8. The **Files** table shows all uploaded files.
9. Click **Done** to return to the What's New page. Notice the file now appears below the content box.

To attach a large number of files using Enhanced Mode

You must have JAVA to use this option.

1. Click **Add File**. The Choose Mode window opens.
2. Choose **Enhanced Mode**.
3. Click the **Select Upload Method** button. A window opens to drag and drop the files you want to attach to the page.
4. Drag and drop as many files as you like. A window opens showing progress on the upload.
5. Click **Done**. A window opens for renaming files.
6. Rename the file in the **Filename** field if desired.
7. Click **Done**. The Edit Content Box window re-opens.
8. The **Files** table shows all uploaded files.
9. Click **Done** to return to the What's New page. Notice the files now appear below the content box.

Sites & Section Lists

Replacing Deleted Sections

If a user accidentally deletes a section (also known as a section list or a section page), you can replace the section using the Restore Pages option (assuming you have are the Main Site Administrator or have high-level administrative privileges). Your SchoolCenter Support Representative can also replace lost pages and sections for you. The system replaces deleted sections, along with all sub-sites and pages, in the same condition (both design and content) they were in before being deleted. The ability to replace important sections is a time saver and stress reliever, especially when the recovered material may be difficult to re-create. Information about all deleted sections stays in the system and can be recovered until deleted from the Restore Pages log.



Although you can recover deleted sections and pages, but you cannot recover content deleted in a page.

To Replace a Deleted Section List

Follow this path to start work:

1. Start in the section where the section list was deleted
2. Menu bar
3. Edit
4. Toolbar
5. Add Category
6. Settings tab
7. Restore Pages

To Replace a Deleted Section List

1. Click the **Restores Pages** option. The Restore Pages tool opens.
2. Notice the numbers on the **Section** and **Page** buttons. The number on the buttons indicates how many items are in the replace log.
3. Click the **Section** button. The **Restore Sections** log opens.
4. Use information in the log to identify the deleted sections. The log identifies the section, the date and time it was deleted, who deleted it, and the computer used
5. Click the **Restore** button next to the deleted section. The section is replaced immediately. A message indicates **section name** was replaced successfully.
6. Click the section name in the message to verify the page is replaced. The system takes you to the replaced section.

Restoring Sections and Section Lists

If a user accidentally deletes a section (also known as a section list or a section page), you can restore the section using the Restore Section option (assuming you have are the Main Site Administrator or have high-level administrative privileges). Your SchoolCenter Support Representative can also restore lost pages for you. The system restores deleted sections, along with all sub-sites and pages, in the same condition (both design and content) they were in before being deleted. The ability to restore important pages is a time saver and stress reliever, especially when the recovered material may be difficult to re-create. Information about all deleted pages stays in the system and can be recovered until deleted from the restore option log.

To Restore Section Lists

Follow this path to start work:

1. Menu bar
2. Site Map
3. Home page of the site for the deleted page
4. Menu bar
5. Admin
6. Settings tab
7. Full Site option
8. Restore Pages option

To Restore Section Lists

1. Click the **Restore Pages** option. The Restore Pages tool opens.
2. Notice the numbers on the **Section** and **Page** buttons. The number on the buttons indicates how many items are in the restore log.
3. Click the **Section** button. The **Restore Section** log opens.
4. Use information in the log to identify the deleted sections. The log identifies the section, the date and time it was deleted, who deleted it, and the computer used
5. Click the **Restore** button next to the deleted section. The section is restored immediately. A message indicates **[Section Name] was restored successfully**.
6. Click the **[Section Name]** in the message to verify the page is restored. The system takes you to the restored section.

Section Lists Cannot be Moved

You can't move a Section List, but you can delete or rename a section list.



Pay attention if you decide to delete a section list.

The system DELETES ALL sites and pages organized in a section list when you delete that section list page. Sites in a deleted section list disappear immediately along with the deleted section list page and you cannot retrieve them. The District MSA (Main Site Administrator), some users with high-level administrative access, and your SchoolCenter Account Representative can restore pages that are accidentally deleted.

Organizing Section Lists

Section List (pages) provide a way to organize related sites and pages to help users find information and navigate through your site. For example, schools in a district can be organized using the Schools Section List page. Using this section list page alleviates the clutter of listing all schools on the district's main site by replacing it with a link to a section called **Schools**. Imagine how cluttered the Schools Section List page would become if it showed a link for every school in the district, especially if the district is very large. To organize your site even further, create Categories in your section list pages. For example, Elementary, Middle, and High School categories provide logical, easy-to-navigate categories for the Schools section. You can add categories to a section list when you create the section or when your site becomes cluttered with links to sub-sites and pages.

To Organize a Section List Page

Follow this path to start work:

1. Start on the Section List page
2. Menu bar
3. Edit
4. Toolbar
5. New Category

To Organize a Section List Page

1. Click **New Category**. A pop-up window opens.
2. Enter the title of the new category in the **Please enter a category ...** field.
3. Click **Done**. The system returns you to the section list. The new category shows in the list on section list page.
4. **Move** related sites and pages into the category.

Renaming Section List Pages

The ability to rename a section list is useful when the generic SchoolCenter page name is unsuitable for your particular use or when the general theme of the sites and pages in the section change. This name change isn't a dramatic, highly noticeable change; it is reflected in the **Site Map** and the navigation breadcrumb trail. You can rename a section list page, when the original name no longer reflects the content of the sites and pages grouped in the section.

To Rename a Section List Page

Follow this path to start work:

1. Start on the Section List page
2. Menu bar
3. Edit
4. Toolbar
5. Page Settings

To Rename a Section List Page

1. Click **Page Settings**. The Page Settings window opens.
2. Enter the new name for the section in the **Page Title** field.
3. Click the tabs at the top of the window to make any other changes you may need to make. Change the page title, functionality, design, and layout choices to support the name change.
4. Since you are changing the section name, pay particular attention to the options on the **Meta** tab. Adjust the **Key Words** and **Page Description** that lead users to your site when they do a search.
5. Click **Done**. The system returns you to the section list. The new name of the section list shows in the breadcrumb navigation at the top of the page.
6. **Move** related sites and pages into the category to make them easy to find and to de-clutter the page.

Adding Sites

Users who have edit access can add sites to and delete sites from a **section**. It is important that you understand that sites are added to sections (in Section List "pages"), because if you open a regular page and try to add a site there, you will not see **New Site** on the toolbar, and accordingly, cannot add the site. SchoolCenter section list names include Schools, Classrooms, Class Projects, Administrative Departments, Sports Zone, Clubs and Groups, and Non-Student Organizations although these sections may have been renamed to suit your community.

Adding a site requires you to set up the site Home page. This is like setting up any other page: you choose functionality and options from the Page Settings window. Once you establish the site's Home page, you can add pages, section lists, and additional sites. Add sites to allow new users their own space, to add new or focused information that you expect to develop beyond a single page, or to provide functionality and tools to complement a topic.

Follow this path to start work:

1. Menu bar
2. Site Map (choose section for the new site)
3. Toolbar
4. Edit
5. Toolbar
6. New Site

To Add a Site

1. Select **New Site**. The Add New Site window opens.
2. Enter a site title in the field below the **Please enter a site ...** line. The Page Settings window for setting up Home pages opens.
3. Click the tabs at the top of the window to enter functionality, design, and layout choices, as well as, searchable meta tags.
4. Click **Page Design**, to access SchoolCenter's advanced page design options. Adjust the page/site design if desired and if you have access privileges.
5. Click **Done** to save the new site. The system takes you to the new site.



Look for the sites/pages assigned to you on your **Start Page** under the blue **Site Access** banner. If you expect access to particular sites/sites and they are not listed, contact your administrator.

Renaming Sites

Sometimes you will need to rename a site. For example, if the content or the focus of the site you originally created changes, you will want to rename the site to match the changed content. There are two ways to rename a site: rename the site from the section list where the site is located or while on the site home page.

Rename a Site from the Section List

Follow this path to start work:

1. Menu bar
2. Site Map (find the section where the site is)
3. Section List
4. Category (if level exists)

Rename a Site from the Section List

1. Look in the Section List to find the **site** to rename. If sites in the section are organized in Categories, open the appropriate category to find the site.
2. Point at the icon to the left of the site name. The icon becomes an active **Edit Pencil** icon.
3. Click the Edit pencil. A pop up window with site options opens.
4. Click **Edit Site**. The Page Settings window for setting up Home pages opens.
5. Change the site name in the **Site Title** field.
6. Click **Done** to save the new site name. You return to the Section List page. Notice the site name is changed in the Section List

Rename a Site from the Site Home Page

Follow this path to start work:

1. Home page for the site to rename
2. Menu bar
3. Edit
4. Toolbar
5. Page Settings

Rename a Site from the Site Home Page

1. Select **Page Settings** from the toolbar. The Page Settings window for setting up home pages opens.
2. Change the site name in the **Site Title** field.
3. Click **Done** to save the new site name. You return to the site Home page. Notice the site name is changed in the information at the top of the site page.

Moving Sites

Occasionally you need to **move a site** from one section to another. A classic example would be moving a teacher's Classroom page from one school to another. To move a site to a different section, you basically remove it from one section list and add it to another.

Follow this path to start work:

1. Menu bar
2. Site Map (find the section where the site is)
3. Section List
4. Category (if level exists)
5. find the site to move

To Move a Site

1. Look in the section list to find the **site** to move. If the section list sites are organized in Categories, open the appropriate category to find the site.
2. Point at the icon next to the site name. The icon becomes an active **Edit pencil** icon.
3. Click the Edit pencil. A pop-up window with site options opens.
4. Select **Move Site**. The Move window opens.
5. The page shows the name of the site you are moving and its current location.
6. Below **New Location** click the arrow (first drop-down menu) to select the site where this sub-site is being relocated.
7. Click the arrow (second drop-down menu) to select the section list type where the site is being relocated. The drop-down menu only lists section types found in the site selected in the first drop-down menu.
8. A third drop-down menu becomes available if the selected section list (middle drop-down menu) has sub-sites organized by category. If so, click the arrow (third drop-down menu) to select the category where this site is being relocated.
9. Click **Done**.

Deleting Sites

There are instances where you need to delete a site. For example, the content or the focus of the site you originally created changes over time or a user leaves and the site is no longer needed. You can delete a site at any time, however, if you have already add sub-sites and pages you will delete these along with the site unless you move them before deleting the site.

To Delete a Site

Follow this path to start work:

1. Menu bar
2. Site Map (find the section where the site is)
3. Section List
4. Category (if level exists)
5. find the site to delete

To Delete a Site

1. Look in the Section List to find the **site** to delete. If sites in the section are organized in Categories, open the appropriate category to find the site.
2. Point at the icon next to the site name. The icon becomes an active **Edit Pencil** icon.
3. Click the Edit pencil. A pop up window with site options opens.
4. Click **Delete Site**. A confirmation window opens.
5. Click **OK**. The system immediately deletes the site and it is no longer listed in the section list.



Deleting a site permanently removes the site AND all sub-sites and pages. The MSA (Main Site Administrator) or your SchoolCenter Support Representative can restore a site that has been accidentally deleted.

Adding Categories to Section Lists

Categories provide a way to organize related sites and condense them into a single link in a section list. Grouping similar sites under one link, keeps the page uncluttered and makes it easy for users to find information and navigate through the site. For example, schools in a district can be organized using the Schools section list. But, imagine how cluttered the Schools section list page would become if it showed a link for every school in the district, especially if the district is very large. To organize your site even further, add Categories to your section list pages. For example, Elementary, Middle, and High School categories provide logical, easy-to-navigate categories for the Schools section. You can add categories to a section list when you create the section or when your site becomes cluttered with links to sub-sites

To Add a Section List to a Category

Follow this path to start work:

1. start on the Section List
2. Menu bar
3. Edit
4. Toolbar
5. New Category

To Add a Section List to a Category

1. Click the **New Category** option. A pop-up window opens.
2. Enter the name of new category in the **Please enter a category ...** field.
3. Click **Done**. The system returns you to the section list. The category has been added at the top of the list.
4. Click **Sort** on the toolbar if you want to position the category elsewhere in the list. The sort window opens.
5. Find, then drag and drop category to the position where you want to reposition it.
6. Click **Done**. The system returns you to the section list. The category has been re-positioned in the list.
7. Add sites to the category as and when needed.

Adding Categories to Section Lists

Categories provide a way to organize related sites and condense them into a single link in a section list. Grouping similar sites under one link, keeps the page uncluttered and makes it easy for users to find information and navigate through the site. For example, schools in a district can be organized using the Schools section list. But, imagine how cluttered the Schools section list page would become if it showed a link for every school in the district, especially if the district is very large. To organize your site even further, add Categories to your section list pages. For example, Elementary, Middle, and High School categories provide logical, easy-to-navigate categories for the Schools section. You can add categories to a section list when you create the section or when your site becomes cluttered with links to sub-sites

To Add a Section List to a Category

Follow this path to start work:

1. start on the Section List
2. Menu bar
3. Edit
4. Toolbar
5. New Category

To Add a Section List to a Category

1. Click the **New Category** option. A pop-up window opens.
2. Enter the name of new category in the **Please enter a category ...** field.
3. Click **Done**. The system returns you to the section list. The category has been added at the top of the list.
4. Click **Sort** on the toolbar if you want to position the category elsewhere in the list. The sort window opens.
5. Find, then drag and drop category to the position where you want to reposition it.
6. Click **Done**. The system returns you to the section list. The category has been re-positioned in the list.
7. Add sites to the category as and when needed.

Deleting Categories from a Section List

If a category is added to a section list inadvertently; needs to be split or re-organized to handle the sites grouped in it; or generally becomes outdated it can be deleted. Categories can be easily deleted, and without hesitation, because they can be replaced and reconstructed with ease. This is because sites grouped in a category are not deleted with the category; they are returned to the list on the section list page where the category was created. These sites can remain in the section list itself or be moved into a category when appropriate.

To Delete a Category from a Section List

Follow this path to start work:

1. start on the Section List
2. locate the category

To Delete a Category from a Section List

1. Click the **New Category** option. A pop-up window opens.
2. Enter the name of new category in the **Please enter a category ...** field.
3. Click **Done**. The system returns you to the section list. The category has been added at the top of the list.
4. Click **Sort** on the toolbar if you want to position the category elsewhere in the list. The sort window opens.
5. Find, then drag and drop category to the position where you want to reposition it.
6. Click **Done**. The system returns you to the section list. The category has been re-positioned in the list.
7. Add sites to the category as and when needed.

Categories Cannot be Moved

You can't move a Category, but you can delete it and re-create the category elsewhere or rename the category.



The system does not delete the sites in a category if you delete or rename the category. Sites in a deleted category are simply returned to the section list that once contained the category. To re-create a category in the current section list, or within another, you re-create the category and then move the sites previous contained in it to the newly created category.

Organizing Section Lists

Section List pages provide a way to organize related sites and pages to help users find information and navigate through your site. For example, schools in a district can be organized using the Schools Section List page. Using this section list page alleviates the clutter of listing all schools on the district's main site by replacing it with a link to a section called **Schools**. Imagine how cluttered the Schools Section List page would become if it showed a link for every school in the district, especially if the district is very large. To organize your site even further, create Categories in your section list pages. For example, Elementary, Middle, and High School categories provide logical, easy-to-navigate categories for the Schools section. You can add categories to a section list when you create the section or when your site becomes cluttered with links to sub-sites and pages.

To Organize a Section List Page

Follow this path to start work:

1. Section List page
2. Menu bar
3. Edit
4. Toolbar

To Organize a Section List Page

1. Click **New Category**. A pop-up window opens.
2. Enter the title of the new category in the **Please enter a category ...** field.
3. Click **Done**. The system returns you to the section list. The new category shows in the list on section list page.
4. **Move** related sites and pages into the category to make them easy to find and to de-clutter the page.

Renaming a Category

The ability to rename a category is useful when the general theme of the category changes. This name change is reflected in the list in the section list page. Rename a category when the original name no longer reflects the content of the sites grouped in it.

To Rename a Category

Follow this path to start work:

1. start on the Section List
2. locate the category to rename

To Rename a Category

1. Look in the section list to find the category to rename.
2. Point at the icon next to the site name. The icon becomes an active **Edit pencil** icon.
3. Click the Edit pencil. A pop-up window with category options opens.
4. Select **Edit Category**. The window to edit the category title opens.
5. Enter the new name for the category in the **Please enter a category...** field.
6. Click **Done**. The system returns you to the section list. The renamed category is in the list.

Restoring Deleted Categories

If someone accidentally deletes a category, you can fully restore the category and its contents yourself. Unlike deleting a site or section list, which deletes all of the sub-sites as well, deleting a category simply returns the sites that were once in the category to the section list. You merely need to re-create the category and then move the sites back into the category from the section list.

To Restore a Deleted Category

Restoring a category in a section list requires 2 steps: replacing the category itself, and then move the sites it previously contained from the section list back in the category.

Follow this path to start work:

1. Section List page where the Category was deleted
2. Menu bar
3. Edit
4. Toolbar
5. New Category

First ...replace the category

1. Click the **New Category** option. A pop-up window opens.
2. Re-enter the name of the deleted category in the **Please enter a category ...** field.
3. Click **Done**. The system returns you to the section list. The category has been replaced at the top of the list.
4. Click **Sort** on the toolbar if you want to position the category elsewhere in the list. The sort window opens.
5. Find, then drag and drop category to the position where you want to reposition it.
6. Click **Done**. The system returns you to the section list. The category has been re-positioned in the list.

Move sites back into the replaced category

1. Find the sites that were previously in the category (but were returned to section list itself when the category was deleted).
2. Point at the icon next to the site name. The icon becomes an active **Edit pencil** icon.
3. Click the Edit pencil. A pop up window with site options opens.
4. Select **Move Site**. The Move window opens.
5. The page shows the name of the site you are moving and its current location.
6. Below **New Location** leave the selection in the first and second drop-down menus. You are already in the correct site and section list because you just re-created the deleted category in this section list.
7. The third drop-down menu shows categories in the section list. Click the arrow to select the newly replaced category.
8. Click **Done**. The system returns you to the section list. The site is no longer in the section list, but re-positioned under the category you selected. Repeat this process to move all sites that belong in the category.

Adding Section List Pages

A Section List is a unique type of page that does two things: allows you to organize sites and pages in a section and provides a "section list" of links to access these sites or pages.

Types of section lists include:

- Administrative Departments
- School
- Classroom
- Clubs and Groups
- Sports Zone
- Non-Student Clubs and Organizations
- Class Projects

Having a unique type of page to do nothing but organize sites and pages in a section keeps the site uncluttered, keeps related sites and pages together, and makes finding and navigating to sites and pages easier. Typically, section lists are added by an administrative-level user and positioned in specific places in the community hierarchy.

Sites and pages can be added to section lists over the entire life of a web community. However, once the basic sections are set up at the appropriate site level, **you cannot add a duplicate section**. For example, once the Schools Section List is established on the District site, you can add sites for new schools (done by SchoolCenter) and information pages, but you cannot add another Schools Section List. In fact, once a section list is established on a site, that page option disappears from the available pages shown in the Add a Page window.

To Add a Section List Page

Follow this path to start work:

1. Menu bar
2. Site Map (choose a site / section for the new page)
3. Toolbar
4. New Page

To Add a Section List Page

1. Choose **New Page**. The Add a Page window opens.
2. This page shows a list of all available page types. There are 7 types of section list pages, but only those available to you based on your access level, privileges, and the system hierarchy at which you are working, show in this list.
3. Choose one of the section list pages available in the list. Remember, although there are 7 types of section lists those that are unavailable to you, are excluded from the list.
4. Click **Add Page** at the bottom of window. The Page Settings window opens.
5. Rename the page if desired in the **Page Title** field so users understand the kinds of information included in your section list.
6. Click the tabs at the top of the window to enter additional information, functionality, design, and layout choices, as well as, searchable meta tags.
7. Click **Page Design** to access SchoolCenter's Advanced page design feature and adjust the page design if desired.
8. Click **Done** to save the new page. The system opens the newly added section list page.

Deleting Section List Pages

Deleting a Section List is just like deleting any other page, because a section list **is** a page. However, a section list **is not** a page unto itself. A section list is always used to create a section to organize a group of sub-sites and their pages. You might decide to delete a section list (and its contents) to remove clutter and outdated material from your site. Delete section lists when needed, but with thought and care.



Think before you delete a section list, because if you delete a section list, you delete all of the sites and pages contained in that section as well.

There are two ways to delete pages: from the Edit menu or from Page Settings.

To Delete a Section List Using the Edit Menu

Follow this path to start work:

1. start on the Section List page
2. Menu bar
3. Edit
4. Toolbar
5. Delete Page

To Delete a Section List Using the Edit Menu

1. Select **Delete Page**. A confirmation window opens.
2. Click **OK** to delete the page. Click **Cancel** to close the window and cancel the delete process.
3. The system deletes the page and takes you to the **Home** page for that section.

To Delete a Section List from Page Settings

Follow this path to start work:

1. Start on the page
2. Menu bar
3. Edit
4. Toolbar
5. Page Settings

To Delete a Section List from Page Settings

1. Select **Page Settings**. The Page Settings window opens.
2. Click **Delete** (left bottom). A confirmation window opens.
3. Click **OK** to delete the page. Click **Cancel** to close the window and cancel the delete process.
4. The system deletes the page and takes you to the **Home** page for that section.



If you accidentally delete a section list the system administrator or a SchoolCenter Support Representative can restore the deleted section.

Administrative Departments Section List Page

A Section List is a unique type of page that does two things: allows you to organize sites and pages in a section and provides a "section list" of links to access these sites or pages. The Administrative Departments page is a section list page. It allows you to organize departmental sites, like Principal's Office, Human Resources, or Health Services into an easy-to-navigate list and then access the sites using the section list. The Administrative Departments section is a sub-section of the main site, be it the district site or a school site. This means it can have its own unique layout and users can be granted access solely to the pages within the section.

To Add an Administrative Departments Section List Page

Follow this path to start work:

1. Menu bar
2. Site Map (choose a District or School site for the new page)
3. Menu bar
4. Edit
5. Toolbar
6. New Page

To Add an Administrative Departments Section List Page

1. Choose **New Page**. The Add a Page window opens.
2. Choose **Administrative Departments** from the list.



You may not have the privileges to add this section list or it may already exist. If either is the case, you will not see Administrative Departments among the available pages.

3. Click **Add Page** at the bottom of window. The Page Settings window opens.
4. Rename the page if desired in the **Page Title** field so users understand the kinds of information included in your section list.
5. Click the tabs at the top of the window to enter additional information, functionality, design, and layout choices, as well as, searchable meta tags.
6. Click **Page Design** to access SchoolCenter's Advanced page design feature and adjust the page design if desired.
7. Click **Done**. The system opens the newly added section list page.

To Add New Category to the Section List Page

Categories are used to organize your Administrative Departments by role within your School

Follow this path to start work:

1. Menu bar
2. Edit
3. Toolbar
4. Add Category

To Add New Category to the Section List Page

1. Click **Add Category** on the toolbar. The Add Category window opens. Enter a **Title** for your new category.
2. Click **Done**. Your new category appears on the page.

To Add a Site to a Section

Follow this path to start work:

1. Start on the section list page
2. Menu bar
3. Edit
4. Toolbar
5. New Site

To Add a Site to a Section

1. Click **Edit**. The toolbar appears.
2. Select **New Site** from the toolbar. The New Site window opens.
3. Enter the name of the site in the **New Site** field.
4. You can base the look of the site on a template you have created and saved. To use a template, click the **Choose Another Template** link.
5. Click **Done**. The **Page Settings** window opens.
6. Set up the site Home page using Page Settings options.
7. Click **Done**. A link for the new site appears in the Administrative Departments section list.



To add sites in a Category, click the **Category Name** before adding the site

To Re-arrange Sites in the Section List

1. To change the order the sites appear on the page, click **Sort** on the toolbar. The Sort window opens.
2. Drag and drop sites in the list into the desired location in the list in the Sort window.
3. Select **Alphabetize**, **Reverse**, or **Reset** to sort links accordingly.
4. Click **Done**. The system returns you to the section list. The sites appear in the new order.

To Delete Sites from a Section

Follow this path to start work:

1. Start on the section list page
2. Menu bar
3. Edit

To Delete Sites from a Section

1. Point at the title of the site you intend to delete. The **Edit Pencil** appears.
2. Click the Edit Pencil. A small **Edit Menu** opens.
3. Click the **Delete Site** option. A confirmation window appears.
4. Click **OK**. The **Site** link is removed from the section list page.

Delete Category

Follow this path to start work:

1. Start on the section list page
2. Menu bar
3. Edit

Delete Category

1. Point at the title of the category you intend to delete. The **Edit Pencil** appears.
2. Click the Edit Pencil. A small **Edit Menu** opens.
3. Click the **Delete Category** option. A confirmation window appears.
4. Click **OK**. The **Category** is removed from the section list page.



If you delete a category that contains sites, the category is deleted. Sites that were contained in the category appear as individual links on the section list page. Deleted categories cannot be restored!

Class Projects Section List Page

A Section List is a unique type of page that does two things: allows you to organize sites and pages in a section and provides a "section list" of links to access these sites or pages. The Class Projects page is a section list page. It allows students to see and access class projects assigned to them. The Class Projects section is a sub-section of a Classroom site. This means it can have its own unique layout and users can be granted access solely to the pages within the section.

To Add a Class Projects Section List Page

Follow this path to start work:

1. Menu bar
2. Site Map (choose a Classroom site for the new page)
3. Menu bar
4. Edit
5. Toolbar
6. New Page

To Add a Class Projects Section List Page

1. Choose **New Page**. The Add a Page window opens.
2. Choose **Class Projects** from the list.



You may not have the privileges to add this section list or it may already exist. If either is the case, you will not see Class Projects among the available pages.

3. Click **Add Page** at the bottom of window. The Page Settings window opens.
4. Rename the page if desired in the **Page Title** field so users understand the kinds of information included in your section list.
5. Click the tabs at the top of the window to enter additional information, functionality, design, and layout choices, as well as, searchable meta tags.
6. Click **Page Design** to access SchoolCenter's Advanced page design feature and adjust the page design if desired.
7. Click **Done**. The system opens the newly added section list page.

To Add New Category to the Section List Page

Categories are used to organize sites that organize class project site in the Class Projects section list page.

Follow this path to start work:

1. Menu bar
2. Edit
3. Toolbar
4. Add Category

To Add New Category to the Section List Page

1. Click **Add Category** on the toolbar. The Add Category window opens.
2. Enter a **Title** for your new category.
3. Click **Done**. Your new category appears on the page.

To Add a Site to a Section

Follow this path to start work:

1. Start on the section list page
2. Menu bar
3. Edit
4. Toolbar
5. New Site

To Add a Site to a Section

1. Click **Edit**. The toolbar appears.
2. Select **New Site** from the toolbar. The New Site window opens.
3. Enter the name of the site in the **New Site** field.
4. You can base the look of the site on a template you have created and saved. To use a template, click the **Choose Another Template** link.
5. Click **Done**. The **Page Settings** window opens.
6. Set up the site Home page using Page Settings options.
7. Click **Done**. A link for the new site appears in the Class Projects section list.



To add sites in a Category, click the **Category Name** before adding the site

To Re-arrange Sites in the Section List

1. To change the order the sites appear on the page, click **Sort** on the toolbar. The Sort window opens.
2. Drag and drop sites in the list into the desired location in the list in the Sort window.
3. Select **Alphabetize**, **Reverse**, or **Reset** to sort links accordingly.
4. Click **Done**. The system returns you to the section list. The sites appear in the new order.

To Delete Sites from a Section

Follow this path to start work:

1. Start on the section list page
2. Menu bar
3. Edit

To Delete Sites from a Section

1. Point at the title of the site you intend to delete. The **Edit Pencil** appears.
2. Click the Edit Pencil. A small **Edit Menu** opens.
3. Click the **Delete Site** option. A confirmation window appears.
4. Click **OK**. The **Site** link is removed from the section list page.

Delete Category

Follow this path to start work:

1. Start on the section list page
2. Menu bar
3. Edit

Delete Category

1. Point at the title of the category you intend to delete. The **Edit Pencil** appears.
2. Click the Edit Pencil. A small **Edit Menu** opens.
3. Click the **Delete Category** option. A confirmation window appears.
4. Click **OK**. The **Category** is removed from the section list page.



If you delete a category that contains sites, the category is deleted. Sites that were contained in the category appear as individual links on the section list page. Deleted categories cannot be restored!

Classrooms Section List Page

A Section List is a unique type of page that does two things: allows you to organize sites and pages in a section and provides a "section list" of links to access these sites or pages. The Classrooms page is a section list page. It allows schools to set up and organize sites for teachers. The Classrooms section is a sub-section of a School site. This means it can have its own unique layout and users can be granted access solely to the pages within the section.

To Add a Classrooms Section List Page

Follow this path to start work:

1. Menu bar
2. Start on the School site Home page
3. Menu bar
4. Edit
5. Toolbar
6. New Page

To Add a Classrooms Section List Page

1. Choose **New Page**. The Add a Page window opens.
2. Choose **Classrooms** from the list.



You may not have the privileges to add this section list or it may already exist. If either is the case, you will not see Classrooms among the available pages.

3. Click **Add Page** at the bottom of window. The Page Settings window opens.
4. Rename the page if desired in the **Page Title** field so users understand the kinds of information included in your section list.
5. Click the tabs at the top of the window to enter additional information, functionality, design, and layout choices, as well as, searchable meta tags.
6. Click **Page Design** to access SchoolCenter's Advanced page design feature and adjust the page design if desired.
7. Click **Done**. The system opens the newly added section list page.

To Add New Category to the Section List Page

Categories are used to organize your Classrooms by role within your School

Follow this path to start work:

1. Menu bar
2. Edit
3. Toolbar
4. Add Category

To Add New Category to the Section List Page

1. Click **Add Category** on the toolbar. The Add Category window opens. Enter a **Title** for your new category.
2. Click **Done**. Your new category appears on the page.

To Add a Site to a Section

Follow this path to start work:

1. Start on the section list page
2. Menu bar
3. Edit
4. Toolbar
5. New Site

To Add a Site to a Section

1. Click **Edit**. The toolbar appears.
2. Select **New Site** from the toolbar. The New Site window opens.
3. Enter the name of the site in the **New Site** field.
4. You can base the look of the site on a template you have created and saved. To use a template, click the **Choose Another Template** link.
5. Click **Done**. The **Page Settings** window opens.
6. Set up the site Home page using Page Settings options.
7. Click **Done**. A link for the new site appears in the Classrooms section list.



To add sites in a Category, click the **Category Name** before adding the site

To Re-arrange Sites in the Section List

1. To change the order the sites appear on the page, click **Sort** on the toolbar. The Sort window opens.
2. Drag and drop sites in the list into the desired location in the list in the Sort window.
3. Select **Alphabetize**, **Reverse**, or **Reset** to sort links accordingly.
4. Click **Done**. The system returns you to the section list. The sites appear in the new order.

To Delete Sites from a Section

Follow this path to start work:

1. Start on the section list page
2. Menu bar
3. Edit

To Delete Sites from a Section

1. Point at the title of the site you intend to delete. The **Edit Pencil** appears.
2. Click the Edit Pencil. A small **Edit Menu** opens.
3. Click the **Delete Site** option. A confirmation window appears.
4. Click **OK**. The **Site** link is removed from the section list page.

Delete Category

Follow this path to start work:

1. Start on the section list page
2. Menu bar
3. Edit

Delete Category

1. Point at the title of the category you intend to delete. The **Edit Pencil** appears.
2. Click the Edit Pencil. A small **Edit Menu** opens.
3. Click the **Delete Category** option. A confirmation window appears.
4. Click **OK**. The **Category** is removed from the section list page.



If you delete a category that contains sites, the category is deleted. Sites that were contained in the category appear as individual links on the section list page. Deleted categories cannot be restored!

Clubs and Groups Section List Page

A Section List is a unique type of page that does two things: allows you to organize sites and pages in a section and provides a "section list" of links to access these sites or pages. The Clubs and Groups page is a section list page. It is used by schools to set up and organize sites for clubs and groups. The Clubs and Groups section is a sub-section of a School site. This means it can have its own unique layout and users can be granted access solely to the pages within the section.

To Add a Clubs and Groups Section List Page

Follow this path to start work:

1. Menu bar
2. Start on the District or School site Home page
3. Menu bar
4. Edit
5. Toolbar
6. New Page

To Add a Clubs and Groups Section List Page

1. Choose **New Page**. The Add a Page window opens.
2. Choose **Clubs and Groups** from the list.



You may not have the privileges to add this section list or it may already exist. If either is the case, you will not see Clubs and Groups among the available pages.

3. Click **Add Page** at the bottom of window. The Page Settings window opens.
4. Rename the page if desired in the **Page Title** field so users understand the kinds of information included in your section list.
5. Click the tabs at the top of the window to enter additional information, functionality, design, and layout choices, as well as, searchable meta tags.
6. Click **Page Design** to access SchoolCenter's Advanced page design feature and adjust the page design if desired.
7. Click **Done**. The system opens the newly added section list page.

To Add New Category to the Section List Page

Categories are used to organize club and group sites in the Clubs and Groups section list page.

Follow this path to start work:

1. Menu bar
2. Edit
3. Toolbar
4. Add Category

To Add New Category to the Section List Page

1. Click **Add Category** on the toolbar. The Add Category window opens. Enter a **Title** for your new category.
2. Click **Done**. Your new category appears on the page.

To Add a Site to a Section

Follow this path to start work:

1. Start on the section list page
2. Menu bar
3. Edit
4. Toolbar
5. New Site

To Add a Site to a Section

1. Click **Edit**. The toolbar appears.
2. Select **New Site** from the toolbar. The New Site window opens.
3. Enter the name of the site in the **New Site** field.
4. You can base the look of the site on a template you have created and saved. To use a template, click the **Choose Another Template** link.
5. Click **Done**. The **Page Settings** window opens.
6. Set up the site Home page using Page Settings options.
7. Click **Done**. A link for the new site appears in the Clubs and Groups section list.



To add sites in a Category, click the **Category Name** before adding the site

To Re-arrange Sites in the Section List

1. To change the order the sites appear on the page, click **Sort** on the toolbar. The Sort window opens.
2. Drag and drop sites in the list into the desired location in the list in the Sort window.
3. Select **Alphabetize**, **Reverse**, or **Reset** to sort links accordingly.
4. Click **Done**. The system returns you to the section list. The sites appear in the new order.

To Delete Sites from a Section

Follow this path to start work:

1. Start on the section list page
2. Menu bar
3. Edit

To Delete Sites from a Section

1. Point at the title of the site you intend to delete. The **Edit Pencil** appears.
2. Click the Edit Pencil. A small **Edit Menu** opens.
3. Click the **Delete Site** option. A confirmation window appears.
4. Click **OK**. The **Site** link is removed from the section list page.

Delete Category

Follow this path to start work:

1. Start on the section list page
2. Menu bar
3. Edit

Delete Category

1. Point at the title of the category you intend to delete. The **Edit Pencil** appears.
2. Click the Edit Pencil. A small **Edit Menu** opens.
3. Click the **Delete Category** option. A confirmation window appears.
4. Click **OK**. The **Category** is removed from the section list page.



If you delete a category that contains sites, the category is deleted. Sites that were contained in the category appear as individual links on the section list page. Deleted categories cannot be restored!

Non-Student Organizations Section List Page

A Section List is a unique type of page that does two things: allows you to organize sites and pages in a section and provides a "section list" of links to access these sites or pages. The Non-Student Organizations page is a section list page. It allows you to organize non-student, but school-related, organization pages into an easy-to-navigate list. These organizations may include the PTA, PTO, M.A.D.D., the Boosters, and other similar organizations. The Non-Student Organizations section is a sub-section of the main school site. This means it can have its own unique layout and users can be granted access solely to the pages within the section.

To Add a Non-Student Organizations Section List Page

Follow this path to start work:

1. Menu bar
2. Site Map (choose a District or School site for the new page)
3. Menu bar
4. Edit
5. Toolbar
6. New Page

To Add a Non-Student Organizations Section List Page

1. Choose **New Page**. The Add a Page window opens.
2. Choose **Non-Student Organizations** from the list.



You may not have the privileges to add this section list or it may already exist. If either is the case, you will not see Non-Student Organizations among the available pages.

3. Click **Add Page** at the bottom of window. The Page Settings window opens.
4. Rename the page if desired in the **Page Title** field so users understand the kinds of information included in your section list.
5. Click the tabs at the top of the window to enter additional information, functionality, design, and layout choices, as well as, searchable meta tags.
6. Click **Page Design** to access SchoolCenter's Advanced page design feature and adjust the page design if desired.
7. Click **Done**. The system opens the newly added section list page.

To Add New Category to the Section List Page

Categories are used to organize various organization sites in the Non-Student Organizations section list page.

Follow this path to start work:

1. Menu bar
2. Edit
3. Toolbar
4. Add Category

To Add New Category to the Section List Page

1. Click **Add Category** on the toolbar. The Add Category window opens. Enter a **Title** for your new category.
2. Click **Done**. Your new category appears on the page.

To Add a Site to a Section

Follow this path to start work:

1. Start on the section list page
2. Menu bar
3. Edit
4. Toolbar
5. New Site

To Add a Site to a Section

1. Click **Edit**. The toolbar appears.
2. Select **New Site** from the toolbar. The New Site window opens.
3. Enter the name of the site in the **New Site** field.
4. You can base the look of the site on a template you have created and saved. To use a template, click the **Choose Another Template** link.
5. Click **Done**. The **Page Settings** window opens.
6. Set up the site Home page using Page Settings options.
7. Click **Done**. A link for the new site appears in the Non-Student Organizations section list.



To add sites in a Category, click the **Category Name** before adding the site

To Re-arrange Sites in the Section List

1. To change the order the sites appear on the page, click **Sort** on the toolbar. The Sort window opens.
2. Drag and drop sites in the list into the desired location in the list in the Sort window.
3. Select **Alphabetize**, **Reverse**, or **Reset** to sort links accordingly.
4. Click **Done**. The system returns you to the section list. The sites appear in the new order.

To Delete Sites from a Section

Follow this path to start work:

1. Start on the section list page
2. Menu bar
3. Edit

To Delete Sites from a Section

1. Point at the title of the site you intend to delete. The **Edit Pencil** appears.
2. Click the Edit Pencil. A small **Edit Menu** opens.
3. Click the **Delete Site** option. A confirmation window appears.
4. Click **OK**. The **Site** link is removed from the section list page.

Delete Category

Follow this path to start work:

1. Start on the section list page
2. Menu bar
3. Edit

Delete Category

1. Point at the title of the category you intend to delete. The **Edit Pencil** appears.
2. Click the Edit Pencil. A small **Edit Menu** opens.
3. Click the **Delete Category** option. A confirmation window appears.
4. Click **OK**. The **Category** is removed from the section list page.



If you delete a category that contains sites, the category is deleted. Sites that were contained in the category appear as individual links on the section list page. Deleted categories cannot be restored!

Sports Zone Section List Page

A Section List is a unique type of page that does two things: allows you to organize sites and pages in a section and provides a "section list" of links to access these sites or pages. The Sports Zone page is a section list page. It allows you to organize non-student, but school-related, organization pages into an easy-to-navigate list. These organizations may include the PTA, PTO, M.A.D.D., the Boosters, and other similar organizations. The Sports Zone section is a sub-section of the main school site. This means it can have its own unique layout and users can be granted access solely to the pages within the section.

To Add a Non-Student Organization Section List Page

Follow this path to start work:

1. Menu bar
2. Site Map (choose a District or School site for the new page)
3. Menu bar
4. Edit
5. Toolbar
6. New Page

To Add a Non-Student Organization Section List Page

1. Choose **New Page**. The Add a Page window opens.
2. Choose **Sports Zone** from the list.



You may not have the privileges to add this section list or it may already exist. If either is the case, you will not see Sports Zone among the available pages.

3. Click **Add Page** at the bottom of window. The Page Settings window opens.
4. Rename the page if desired in the **Page Title** field so users understand the kinds of information included in your section list.
5. Click the tabs at the top of the window to enter additional information, functionality, design, and layout choices, as well as, searchable meta tags.
6. Click **Page Design** to access SchoolCenter's Advanced page design feature and adjust the page design if desired.
7. Click **Done**. The system opens the newly added section list page.

To Add New Category to the Section List Page

Categories are used to organize sport and athletic sites on the Sports Zone section list page.

Follow this path to start work:

1. Menu bar
2. Edit
3. Toolbar
4. Add Category

To Add New Category to the Section List Page

1. Click **Add Category** on the toolbar. The Add Category window opens. Enter a **Title** for your new category.
2. Click **Done**. Your new category appears on the page.

To Add a Site to a Section

Follow this path to start work:

1. Start on the section list page
2. Menu bar
3. Edit
4. Toolbar
5. New Site

To Add a Site to a Section

1. Click **Edit**. The toolbar appears.
2. Select **New Site** from the toolbar. The New Site window opens.
3. Enter the name of the site in the **New Site** field.
4. You can base the look of the site on a template you have created and saved. To use a template, click the **Choose Another Template** link.
5. Click **Done**. The **Page Settings** window opens.
6. Set up the site Home page using Page Settings options.
7. Click **Done**. A link for the new site appears in the Sports Zone section list.



To add sites in a Category, click the **Category Name** before adding the site

To Re-arrange Sites in the Section List

1. To change the order the sites appear on the page, click **Sort** on the toolbar. The Sort window opens.
2. Drag and drop sites in the list into the desired location in the list in the Sort window.
3. Select **Alphabetize**, **Reverse**, or **Reset** to sort links accordingly.
4. Click **Done**. The system returns you to the section list. The sites appear in the new order.

To Delete Sites from a Section

Follow this path to start work:

1. Start on the section list page
2. Menu bar
3. Edit

To Delete Sites from a Section

1. Point at the title of the site you intend to delete. The **Edit Pencil** appears.
2. Click the Edit Pencil. A small **Edit Menu** opens.
3. Click the **Delete Site** option. A confirmation window appears.
4. Click **OK**. The **Site** link is removed from the section list page.

Delete Category

Follow this path to start work:

1. Start on the section list page
2. Menu bar
3. Edit

Delete Category

1. Point at the title of the category you intend to delete. The **Edit Pencil** appears.
2. Click the Edit Pencil. A small **Edit Menu** opens.
3. Click the **Delete Category** option. A confirmation window appears.
4. Click **OK**. The **Category** is removed from the section list page.



If you delete a category that contains sites, the category is deleted. Sites that were contained in the category appear as individual links on the section list page. Deleted categories cannot be restored!

Navigation Management

Setting Up Basic Navigation Menus

Navigation guides visitors through your site. The better you organize and label your navigation menu items, the easier it is for users to find the information they want; this keeps them engaged and interested. Using the Navigation Editor, you can strategically place navigation links on sites and pages to offer precisely what users need to move through the site without being misled or over-whelmed by navigation options. There are many ways to organize and place navigation options, but the basics include getting primary links in the navigation menu and removing or consolidating excessive links from menus where they are not needed. When you create a site or page, the system automatically adds the page to the **All Pages** list at the bottom of the main navigation menu. Users might find this link and site/page by accident, if they know to look in All Pages and are willing to look through the extended list that accumulates there. However, if you create a site or page that you want users to find, add it to the Home page menu for that section or site using the Navigation Editor. Set up navigation when you set up a site and pages, then adjust your navigation menus when the site expands or changes.

Follow this path to start work:

1. open the Home page for the section or site
2. Menu bar
3. Edit
4. Toolbar
5. Edit Navigation

To Set Up Basic Navigation Menus

1. Click **Edit Navigation**. The Navigation Editor opens.
2. Click the **Left, Right, Top, or Side menu headers** to open a **navigation menu box**.
3. Find the link for the new site, section, or page in the **Tier** box.
4. Drag and drop the link to a navigation menu box. The link appears wherever you drag and drop it. If you place the link in multiple positions on the same page or twice in the same menu it will appear in both places. If you mistakenly place a link twice simply remove the unwanted custom link to the **Drag Here to Clear** sidebar.
5. To organize the links in the navigation menu, drag and drop a link above or below other links in the navigation menu box.
6. Rename the link if desired using the **Link Title** field on the toolbar. Name the link to accurately describe its contents. The renamed link appears in the navigation menu.
7. Click **Done**. The link is added to the navigation menu.

Setting Up Custom Navigation Menus

Navigation guides visitors through your site. The better you organize and label your navigation menu items, the easier it is for users to find the information they want; this keeps them engaged and interested. Using the Navigation Editor, you can strategically add, remove, or group navigation links on sites and pages to offer precisely what users need to move through the site without being misled or over-whelmed by navigation options. Set up navigation when you set up a site and pages, then adjust your navigation menus when the site expands or changes.

To Add Navigation Links to a Specific Site, Section, or Page

Follow this path to start work:

1. open the site, section list, or page where the link is being added
2. Menu bar
3. Edit
4. Toolbar
5. Edit Navigation

To Add Navigation Links to a Specific Site, Section, or Page

1. Click **Edit Navigation**. The Navigation Editor opens.
2. Select the site, section, or page that needs a unique set of links on the navigation menu from the **Editing Navigation for ...** drop-down menu.
3. Click the **Left, Right, Top, or Side menu headers** to open a **navigation menu box**. If the navigation for this page is different than the rest of the site, you will notice the links in the navigation menu boxes change.
4. If you want to add a unique link to this page, find the link in the **Tier** box.
5. Drag and drop the link to a navigation menu box. The link appears wherever you drag and drop it. If you place the link in multiple positions on the same page or twice in the same menu it will appear in both places. If you mistakenly place a link twice simply remove the unwanted custom link to the **Drag Here to Clear** sidebar.
6. Rename the link if desired using the **Link Title** field on the toolbar. Name the link to accurately describe its contents. The renamed link appears in the navigation menu.
7. Click **Done**.

To Remove an Individual Page Link from Navigation

Page links can be removed from individual navigation menus.

Follow this path to start work:

1. start on the specific page where the link will be removed
2. Menu bar
3. Edit
4. Toolbar
5. Edit Navigation

To Remove an Individual Page Link from Navigation

1. Click **Edit Navigation**. The Navigation Editor opens.
2. Look in the **navigation menu boxes** to locate the section list link that you want to remove.
3. To remove the unwanted link, drag and drop it on the **Drag Here to Clear** sidebar. If you remove a link from a menu it does not remove the link from the system. The link remains in the **Tier** box and you can add it back to the page if needed.
4. Click **Done**. The section list link is removed from all navigation menus in this section.

To Remove a Section List Link from Navigation

You cannot remove a section list link from an individual navigation menu in a section; when removed from any navigation menu in any site, section list, or page a section list link is removed from all navigation menus in the section.

Follow this path to start work:

1. start on any page in the section where the link will be removed
2. Menu bar
3. Edit
4. Toolbar
5. Edit Navigation

To Remove a Section List Link from Navigation

1. Click **Edit Navigation**. The Navigation Editor opens.
2. Look in the **navigation menu boxes** to locate the section list link that you want to remove.
3. To remove the unwanted link, drag and drop it on the **Drag Here to Clear** sidebar. If you remove a link from a menu it does not remove the link from the system. The link remains in the **Tier** box and you can add it back to the page if needed.
4. Click **Done**. The section list link is removed from all navigation menus in this section.

Setting Up Basic & Custom Navigation Menus

Navigation guides visitors through your site. The better you organize and label your navigation menu items, the easier it is for visitors to find the information they want; this keeps them engaged and interested. Using SchoolCenter's Navigation Editor, you can easily place navigation links at the top, left, bottom, or right of your pages; add custom links to sites beyond your own; name links so it is easy for visitors to know where they are going; and create links to condense the number of items in your navigation menus. Set up navigation when you set up a site and pages, then adjust your navigation menus when the site expands or changes.

Follow this path to start work:

1. open the page to add the link
2. Menu bar
3. Edit
4. Toolbar
5. Edit Navigation

To Set Up Basic Navigation

When you create a site or page, you must set up navigation: to that page from other areas of the site, for/on that page, and from that page to other sites and pages.

1. Click **Edit Navigation**. The Navigation Editor opens.



By default the system applies navigation to all menus in a section except the section Home page. If you are on the Home page for the section, the system applies the link to all pages in the section (unless otherwise specified).

2. Click the **Left, Right, Top, or Side menu headers** to open a **navigation menu box**.
3. Find the link in the **Tier** box.
4. Drag and drop the link to a navigation menu box. The link appears wherever you drag and drop it. If you place the link in multiple positions on the same page or twice in the same menu it will appear in both places. If you mistakenly place a link twice simply remove the unwanted custom link to the **Drag Here to Clear** sidebar.
5. Rename the link if desired using the **Link Title** field on the toolbar. Name the link to accurately describe its contents. The renamed link appears in the navigation menu.
6. Click **Done**. The link is added to the navigation menu.

To Set Up Custom Navigation on a Page

There are situations when a page warrants unique navigation: the page needs more or fewer links than other pages in the section.

To add more links to the navigation menu on a specific page

1. Click **Edit Navigation**. The Navigation Editor opens.



By default the system applies navigation to all menus in a section except the section Home page. If you are on the Home page for the section, the system applies the link to all pages in the section (unless otherwise specified).

2. Select the site, section, or page that needs a unique set of links on the navigation menu from the **Editing Navigation for ...** drop-down menu.
3. Click the **Left**, **Right**, **Top**, or **Side menu headers** to open a **navigation menu box**. If the navigation for this page is different than the rest of the site, you will notice the links in the navigation menu boxes change.
4. If you want to add a unique link to this page, find the link in the **Tier** box.
5. Drag and drop the link to a navigation menu box. The link appears wherever you drag and drop it. If you place the link in multiple positions on the same page or twice in the same menu it will appear in both places. If you mistakenly place a link twice simply remove the unwanted custom link to the **Drag Here to Clear** sidebar.
6. Rename the link if desired using the **Link Title** field on the toolbar. Name the link to accurately describe its contents. The renamed link appears in the navigation menu.
7. Click **Done**.

To remove links from the navigation menu on a specific page

1. Click **Edit Navigation**. The Navigation Editor opens.
2. Select the site, section, or page that needs a unique set of links on the navigation menu from the **Editing Navigation for ...** drop-down menu.
3. Look in the **navigation menu boxes** to locate the link you want to remove from this page. You can remove the link from all menus on the page (if it is in more than one set of navigation options) or remove it from a specific menu. Regardless, if you remove a link from a menu it does not remove the link from the system. The link remains in the **Tier** box and you can add it back to the page if needed.
4. To remove the unwanted link, drag and drop it on the **Drag Here to Clear** sidebar.
5. Click **Done**. The link is removed from this page only.

Adding Navigation Links

Adding a link to a site's navigation menu is as simple as dragging it to the Left, Right, Top, or Bottom Navigation Menu box and dropping it. Deleting a link, creating custom links, and organizing links in sub menus is equally simple.

Follow this path to start work:

1. open the page to add the link
2. Menu bar
3. Edit
4. Toolbar
5. Edit Navigation

To Add Navigation Menu Links

1. Click **Edit Navigation**. The Navigation Editor opens.



By default the system applies navigation to all menus in a section except the section Home page. If you are on the Home page for the section, the system applies the link to all pages in the section (unless otherwise specified).

2. Select the site, section, or page for this change from the **Editing Navigation for ...** drop-down menu.
3. Click the **Left, Right, Top, or Side menu headers** to open a **navigation menu box**.
4. Find the link to add in the **Tier** box.
5. Drag and drop the link to a navigation menu box. The link appears wherever you drag and drop it. If you place the link in multiple positions on the same page or twice in the same menu it will appear in both places. If you mistakenly place a link twice simply remove the unwanted link to the **Drag Here to Clear** sidebar.
6. Rename the link if desired using the **Link Title** field on the toolbar. Name the link to accurately describe it. The renamed link appears in the navigation menu.
7. Click **Done**. The link is added to every navigation menu in the section. Click **Cancel** to leave the Navigation Editor without adding the link to navigation menu.

Adding and Deleting Custom Navigation Links

Adding a custom link to a site's navigation menu is as simple as dragging it to the Left, Right, Top, or Bottom Navigation Menu box and dropping it. Deleting a custom link, creating custom links, and organizing custom links in sub menus is equally simple.

Follow this path to start work:

1. open the page to add the custom link
2. Menu bar
3. Edit
4. Toolbar
5. Edit Navigation

To Add Custom Links

1. Click **Edit Navigation**. The Navigation Editor opens.



By default the system applies navigation to all menus in a section except the section Home page. If you are on the Home page for the section, the system applies the custom link to all pages in the section (unless otherwise specified).

2. Select the site, section, or page for this change from the **Editing Navigation for ...** drop-down menu.
3. Click the **Left, Right, Top, or Side menu headers** to open a **navigation menu box**.
4. Find the custom link to add in the **Tier** box.
5. Drag and drop the custom link to a navigation menu box. The custom link appears wherever you drag and drop it. If you place the custom link in multiple positions on the same page or twice in the same menu it will appear in both places. If you mistakenly place a custom link twice simply remove the unwanted custom link to the **Drag Here to Clear** sidebar.
6. Rename a custom link using the **Link Title** field on the toolbar. Name the custom link to accurately describe it. The renamed custom link appears in the navigation menu.
7. Type an address for the custom link in the **URL field**. Click **Browse** to search for the URL.
8. Select how the site opens from the **Open in ...** drop-down menu. Select **New window** and the linked site opens in its own window. Select **Framed window** and the linked site opens in a new window framed with a border that identifies your site. Select **Same window** and the linked site opens over the page from which it is opened.
9. Select the **Hide link from public** check box to make the link unavailable to outside visitors.
10. Click **Done**. The custom link is added to every navigation menu in the section. Click **Cancel** to leave the Navigation Editor without adding the custom link to navigation menu.

To Delete Custom Links

1. Click **Edit Navigation**. The Navigation Editor opens.
2. Select the site, section, or page for this change from the **Editing Navigation for ...** drop-down menu.
3. Drag and drop the unwanted custom link to the **Drag Here to Clear** sidebar.
4. Click **Done**. The custom link is deleted from every menu in that section. Click **Cancel** to leave the Navigation Editor without deleting the custom link.

Setting Up Navigation Auto-lists

Sub-menus condense, organize, and group links to similar and complementary pages under one heading in a navigation menu. If a navigation link with sub-menus already exists (available in the Tier box in the Navigation Editor), the main links and ALL of the sub-menu links can be added to any navigation menu in one step.

Follow this path to start work:

1. open the page to add the sub-menu
2. Menu bar
3. Edit
4. Toolbar
5. Edit Navigation

To Set Up Navigation Auto-lists

1. Click **Edit Navigation**. The Navigation Editor opens.
2. Select the site, section, or page for this change from the **Editing Navigation for ...** drop-down menu.
3. Click the **Left, Right, Top, or Side menu headers** to open a **navigation menu box**.
4. Find the link you need. You'll see the sub-menus associated with the link indented under it. Drag and drop the link into a navigation box.
Notice the sub-menus stay in the **Tier** box; if you try to drag and drop them under the main link the system places them as if they are main links rather than as sub-menus.
5. Click on the main link you dragged into a navigation box. This activates the **toolbar** at the top of the window.
6. Select the **Auto-list** check box. The sub-menus are now attached to the link and will be available in the navigation menu once you leave the Navigation Editor. The system does not show the sub-menus in the navigation box.
7. Select **Floating** or **Expanding** from the **Menu Flyout** field on the toolbar to establish how the sub-menu opens in navigation. Select **Floating** and the menu expands to the side of the main menu. Select **Expanding** and the menu opens on top of the sub-menu link.
8. Click **Done**. The link and its sub-menus appear in the navigation menu.

Deleting Navigation Menu Links

Deleting a link from a navigation menu is as simple as dragging it to the **Drag Here to Clear** bar and dropping it. This immediately changes the navigation on a page; it does not change to the site, section list, or page itself. Clearing links allows you to de-clutter and organize your site, section lists, and pages so users can find what they need with ease. You may also realize that you have mistakenly placed duplicate links in one or more menus and need to remove them. Delete links whenever necessary, but particularly as your site grows and menus have more than 5-7 items or extend beyond the bottom of the window. This is not required, it is just a basic rule of engaging web design.

Follow this path to start work:

1. open the page to delete the link
2. Menu bar
3. Edit
4. Toolbar
5. Edit Navigation

Deleting Navigation Menu Links

1. Click **Edit Navigation**. The Navigation Editor opens. By default, the system applies navigation to all menus in a section except the section Home page. If you are on the Home page for the section, the system deletes the link from all pages in the section (unless otherwise specified).
2. Select the site, section, or page for this change from the **Editing Navigation for ...** drop-down menu.
3. Drag and drop the unwanted link to the **Drag Here to Clear** bar.
4. Click **Done**. The link is deleted from every menu in that section. Click **Cancel** to leave the Navigation Editor without deleting the link.

Setting Up and Deleting Navigation Sub-menus

Navigation allows you to guide visitors through your site. The better you organize and label your navigation menu items, the easier it is for visitors to find the information they want. **Sub menus** allow you to condense, organize, and group links to similar and complementary pages under one heading in the navigation menu. One important reason to use sub-menus is to keep visitors focused and engaged. Typically, people lose interest at about 7 items. Sub-menus allow you to keep the main navigation menu short, get people started down right path, and then offer another 7 links to lead them to exactly the right information. Add sub-menus when you set up navigation or create them as your site expands and you need to condense the number of links in the navigation menu.

Follow this path to start work:

1. open the page to add the sub-menu
2. Menu bar
3. Edit
4. Toolbar
5. Edit Navigation

To Set Up Navigation Sub-menus

Setting up a sub-menu requires 3 steps: setting up the sub-menu, adding links to the sub-menu, deleting duplicate links from the main navigation menu.

First ...set up the sub-menu

1. Click **Edit Navigation**. The Navigation Editor opens.



By default the system applies navigation to all menus in a section except the section Home page. If you are on the Home page for the section, the system applies the sub-menu to all pages in the section (unless otherwise specified).

2. Select the site, section, or page for this change from the **Editing Navigation for ...** drop-down menu.
3. Click the **Left, Right, Top, or Side menu headers** to open a **navigation menu box**.
4. Find the **sub menu/span> bar at the bottom of the Tier box**.
5. Drag and drop the sub-menu to a navigation menu box. The sub-menu appears wherever you drag and drop it. If you place the sub-menu in multiple positions on the same page or twice in the same menu it will appear in both places. If you mistakenly place a sub-menu twice simply remove the unwanted custom link to the **Drag Here to Clear** sidebar.
6. Rename a sub menu using the **Link Title** field on the toolbar. Name the sub-menu to accurately describe its contents. The renamed sub-menu link appears in the navigation menu. Point at it and a menu flyout opens with the sub-menu links.
7. Select **Floating or Expanding** from the **Menu Flyout** field on the toolbar to establish how the flyout menu opens in navigation. Select Floating and the menu expands to the side of the main menu. Select Expanding and the menu opens on top of the sub-menu link.

8. The sub-menu is established and ready to set up with links. Click **Done** to save the menu and add links at a later time if desired.

Add links to the sub-menu

1. Click the **line/list** icon on the sub menu navigation bar you moved into the navigation menu box. A blue, active area opens below the sub-menu.
2. Drag and drop a link from the **Tier** box into the active area. Repeat the process to add multiple links to the sub-menu.
3. If you need to rename the links, use the **Link Title** field on the toolbar. The renamed link appears in the sub-menu as you type it in the Link Title field.
4. The sub-menu now contains links, but you need to remove any duplicate links (duplicates of those moved into the sub-menu) from the main navigation menus.

Delete duplicate links from the main navigation menus

When links exist on the main navigation menu prior to being added to a sub menu, delete them from the main menu to condense the main menu and eliminate redundancy.

1. Compare links in the navigation menu box and in the sub-menu to identify duplicates.
2. Drag and drop duplicate links from the main navigation menus to the **Drag Here to Clear** bar.
3. Click **Done**. The link is deleted from every navigation menu in the section. Click **Cancel** to leave the Navigation Editor without deleting the link from the main navigation menu.

To Delete Navigation Sub-menus

1. Click **Edit Navigation**. The Navigation Editor opens.



By default the system applies navigation to all menus in a section except the section Home page. If you are on the Home page for the section, the system deletes the sub-menu from all pages in the section (unless otherwise specified).

2. Select the site, section, or page for this change from the **Editing Navigation for ...** drop-down menu.
3. Drag and drop the unwanted sub-menu to the **Drag Here to Clear** sidebar. This removes the sub-menu and all the links contained in it from the main navigation menu. However, it does not remove the links (or the associated pages) from the system. The links are still available in the **Tier** box and can be re-applied to any navigation menu.
4. Click **Done**. The sub-menu is deleted from every menu in that section. Click **Cancel** to leave the Navigation Editor without deleting the sub-menu.

Design Management

Design Overview

One of the most important elements of an effective website is a unique and dynamic design. To help you create a website with a great design, SchoolCenter equipped its software with components to make the design process as simple and stress-free as possible. Using SchoolCenter's Design features allow you to create a page design and apply it to a single page, a section, or throughout the entire site.

To Access SchoolCenter's Design Features

- From any page on your site, you can click Design.
 - From any page on your site, you can click Page Settings, and then click Page Design.
- If you do not see Design on the menu bar at the top of the page, your assigned access is limited. Speak to an administrator to request Design access.

Basic design tab

The Basic tab provides tools for establishing the simplest design elements on a page. While in the basic tab, the system applies any changes made to every page in the section. Use the Advanced tab to access more complex design features. In this tab you can determine if you want to apply a design to a single page or to the entire site.

Themes

The Themes tab holds a wide variety of visually interesting designs that SchoolCenter created for users. Using a Theme design is the quickest and easiest way to establish, or change, the entire look of your site. The Themes tab also offers page designs that allow you to set up eye-catching pages for holidays and special events, simply and quickly.

Advanced design tab

The Advanced tab holds SchoolCenter's most powerful and versatile design tools. Establish, alter, or edit any element of a page design in the Advanced tab, then apply your design to as few as one specific page, or throughout the entire system.



You can only apply your design to pages if you have edit access to those pages.

Designing an Overall Look for Sites and Pages

Great websites, and the pages in these sites, generally share an overall "look." Not that every site, sub-site, and page must look exactly the same, but sharing design components (like font families and colors, page color schemes, image types and themes, uniform headers and footers, and consistent navigation) add a sense of professionalism to a site, while making the site easier to navigate and more engaging to users.

SchoolCenter offers a powerful Design feature with tools for designing impressive looking sites. The great thing about using the Design tools is the ability to pass a design through the entire site, its sub-sites, and pages, or to pick and choose where the design is applied. The ability to apply the design globally ensures consistency throughout your site and saves work for everyone. The ability to apply design features narrowly allows users the flexibility to change the design in sub-sites and pages.

The overall design of a website is different than the style you add to content on individual pages.

Design features affect what page layout looks like, such as:

- the size of the page
- the general color scheme
- the location and content of headers and footers
- the positioning of navigation choices

Style features affect what page content looks like, such as:

- font sizes, choices, and colors
- background colors and frames for content boxes
- positioning of text and images
- content-specific links, images, and gadgets

Page Design Basic Tab

The Basic tab provides tools for establishing the simplest design elements on a page. The system applies any changes made while in the Basic tab to every page in the section. Use the Advanced tab to access more complex design features, or to apply a design to a single page or throughout the entire site.

Features on the Basic Tab

Use the following features to establish, or edit, a design for a page and any associated section.

Page Location

Use the Page Location option to change the alignment of your pages in the window.

1. Click **Page Location**.
2. Click the **Left Aligned** or **Center Aligned** option.
3. Click **Done** to save the settings and close the window.

Page Widths

Use the **Page Width** option to set the width of your site's pages. All site pages are initially set at 720 pixels. This width is the recommended width for pages viewed on 15-inch monitors.

1. Click **Page Width**.
2. Select a page width from the **Set my Page Width ...** drop-down menu.
3. Click **Done** to set the new page width and close the window.

Font Type

Use the **Font Type** option to change fonts in your site. Changing the font type here also changes fonts in the page and in navigation. To change and enhance fonts in the main page without affecting navigation links, go to the page and edit that text right on the page.

1. Click **Font Type**.
2. Select a font type from the **Selected Font** drop-down menu. Preview the selected font in the window.
3. Click **Done** to save the new font type and close the window.

Titlebar Visibility

The Titlebar shows the title of the page. Use the Titlebar Visibility option to hide or show the Titlebar at the top of each page in the site. A band of color appears at the top of your page containing the title/name of the page.

1. Click **Titlebar Visibility**.
2. Select **Show** or **Hide** from the **Titlebar at the top ...** drop-down menu. **Hide the titlebar if you display a banner or header image.**
3. Click **Done** to save your setting and close the window.

Header Image

Use the Header Image option to place an image or a banner at the top of your site, and to edit or delete an existing header. If you choose to use a banner, use the Image Creator to design your own banner, or use any third-party software.

1. Click **Header Image**.
2. Click **Add Image** to add a new image, or **Edit Image** to edit an existing header.
3. Click **Browse** to locate and choose an image, or choose an image from one of the **Media Galleries**.
4. Click **Upload File**. The system opens the Image Editing window. Edit the image if necessary.
5. Click **Done** to save the new header and close the window.

Date/Location Bar

Use the Date/Location Bar option to turn the Date Bar and Drill-Down Navigation on or off. This is the date and navigation that appears between the Titlebar and Header Image. The Date/Location Bar option also allows you to change the date format.

1. Click **Date/Location Bar**.
2. Select options from the **Drill-Down Navigation** and **Date** drop-down menus to turn these features on or off.
3. Select a date format from the **Date Format** drop-down list.
4. Click **Done** to save your settings and close the window.

Navigation Location

Use the **Navigation Location** option to choose the placement of the navigation links on your site.

1. Click **Navigation Location**.
2. Click one of the **Top**, **Bottom**, **Side** or **Top & Bottom** options. If you choose **Side**, the **Navigation (Sidebar) color** shows behind the links. Use the **Color Editor** to change this color.
3. Click **Done** to save the settings and close the window.

Link Information

Use the **Link Information** option so links show constantly (highlighted and underlined), or only when the mouse passes over the link.

1. Click **Link Information**.
2. Select only **Shows on Rollover** or **Is Always On** from the **Link underline** drop-down menu.
3. Click **Done** to save the setting and close the window.

Sidebar Navigation Width

Use the sidebar **Navigation Width** option to change the width of the navigation sidebar. This is used only when you choose to place your navigation links on the side of your page.

1. Click the sidebar **Navigation Width** option to set the width of your navigation sidebar. Sidebar width defaults to 150 pixels. This prevents the text for most page titles/navigation from wrapping to a second line.
2. Highlight the number in the **Set my sidebar ...** field, and type a new width.
3. Click **Done** to save the new sidebar width and close the window.

Color Editor

Use the **Color Editor** option to change text and box colors in your site.

1. Look to the right of **Color Editor**. Choose your speed from the drop-down menu.
2. Click **Color Editor**.
3. Click options and then click the **Show Titlebar** and **Show Background Image** check boxes to see all changeable page elements on the right of the **Color Editor** window.
4. Click choose a text element or background box. The **Color Picker** opens.
5. Click **Websafe**. Click to choose a color for the text or background box. The Color Picker closes. The page element you selected now shows the color change. Abandon this color change by clicking **Close** on the upper right.
6. Click **Done** to save the color change. Repeat this process to make multiple color changes to page elements.

Corner Type

Use the **Corner Type** option to choose round or square corners for the boxes around the Titlebar, Sub-Headers (when your page is in the Newsletter style) and the Navigation Sidebar.

1. Click **Corner Type**.
2. Click the **Round Corners** or **Square Corners** option.
3. Once you are finished making your selection, click **Done** to save your settings and close the window.

Background Image

Use the **Background Image** option to set an image as a background for your site, or to edit or delete an existing background image.

1. Click **Background Image**.
2. Click **Add Image** to add a new image, or **Edit Image** to edit an existing background image.
3. Click **Browse** to locate and choose an image or choose an image from one of the **Media Galleries**.
4. Click **Upload File**. The system opens the Image Editing window for editing the image. Edit the image if necessary.
5. Click **Done** to save the new background image and close the window.

Copyright Location

Use the **Copyright Location** option to change the position of the copyright on your site.

1. Click **Copyright Location**.
2. Click the **Left**, **Center**, or **Right** option.
3. Click **Done** to re-position the copyright and close the window.

Last Update

The **Last Update** option allows you to show or hide the last date on which the website was edited.

1. When you click **Last Update**, a new window opens allowing you to select **Show** or **Hide** from the drop-down menu. When the last update is shown, the date when the site was last edited appears at the bottom of the page.
2. Once you have made your selection, click **Done** to save your settings and close the window.

Page Design Advanced Tab

The Advanced tab provides tools for establishing both simple and complex design elements on a page. In fact, the Advanced tab offers all of the features found on the Basic tab, as well as additional features to enhance basic design elements.

An important difference between the Advanced tab and the Basic tab is how design changes are applied to the site. The system applies any changes made while in the Basic tab to every page in the section. The Advanced tab allows you to **Apply** design features to a single page or throughout the entire site.



The Advanced tab applies selected features to the entire site by default when you click **Apply**. If you want to **Apply** features to specific pages or sections, you must select the features and use the **Site Tier Index** to **Apply** them to the intended pages. After **Applying** these features, you can then choose different features and **Apply** them to other pages.

Features on the Advanced Tab

Use the following features to establish or edit design for a single page, or for multiple pages throughout the site.

Apply, Reset, and Preview Buttons

Notice the Apply, Reset and Preview buttons at the top of the Advanced tab.

- Click **Apply** to push selected design features to specific pages.
- Click **Reset** to remove any recently set design features before they have been applied.
- Click **Preview** to review recently set design features before applying them.



Once you click **Apply**, the system makes changes based on the selected design features. You cannot reset the design to its previous form.

CSS Style

Only high-level administrators use CSS Style to establish user style sheets. This feature is not supported by SchoolCenter, but is a helpful tool for very experienced users.

Page Location

Use the Page Location option to change the alignment of your pages in the window.

1. Click **Page Location**.
2. Click the **Left Aligned** or **Center Aligned** option.
3. Click **Done** to save the settings and return to the **Advanced** tab.
4. Select sites/pages from the **Site Tier Index**.
5. Click **Apply**.

Page Width

Use the Page Width option to set the width of your site's pages. All site pages are initially set at 720 pixels. This width is the recommended width for pages viewed on 15-inch monitors. The Advanced design tab offers more page width options than the Basic design tab. Both design tabs allow you to choose from several fixed widths. The Advanced tab also provides a Dynamic Width option so your pages expand to fill the entire browser.

Setting up Fixed Width Pages

1. Click **Page Width**.
2. Select **Fixed Width**.
3. Select a page width from the **Set my page width ...** drop-down menu.
4. Click **Done** to set the new page width and return to the **Advanced** tab.
5. Select sites/pages from the **Site Tier Index**.
6. Click **Apply**.

Setting up Dynamic Width Pages

1. Click **Page Width**.
2. Select **Dynamic Width**. When you select Dynamic Width, two additional options appear in the list of Advanced Design Features: **Header Background Image** and **Right Corner Header Image**. Set parameters for these page elements so they adjust when the page width adjusts to fit various browsers.
3. Click **Done** to set the new page width and return to the **Advanced** tab.
4. Select sites/pages from the **Site Tier Index**.
5. Click **Apply**.

Font Type and Other Header Design Options

Use the Font Type option to change fonts in your site. Changing the font type here also changes fonts in the page and in navigation. To change and enhance fonts in the main page without affecting navigation links, go to the page and edit the text right on the page.

1. Click **Font Type**.
2. Select a font type from the **Selected Font** drop-down menu. Preview the selected font in the window
3. Click **Done** to save the new font type and return to the **Advanced** tab.
4. Select sites/pages from the **Site Tier Index**.
5. Click **Apply**.

Header Editor and Other Header Design Options

Page Headers may be composed of several elements: the title (text), the titlebar, and the header image. Include, exclude, position, and enhance these components in the Header Editor. Use the Header Editor option to access and work on advanced Header Image and titlebar options.

1. Click **Header Editor**. The Header Editor Options window opens.
2. Choose options from tabs the **Navigation Editor**.
3. Click **Done** to save the design features and return to the **Advanced** tab.
4. Select sites/pages from the **Site Tier Index**.
5. Click **Apply**.

Titlebar Visibility

The Titlebar shows the title of the page. Use the Titlebar Visibility option to hide or show the titlebar at the top of each page in the site. A band of color appears at the top of your page containing the title/name of the page.

1. Click **Titlebar Visibility**.
2. Select **Show** or **Hide** from the **Titlebar at the top ...** drop-down menu. Hide the titlebar if you display a banner or header image.
3. Click **Done** to save your setting and close the window.

Header Image

Use the Header Image

option to place an image or a banner at the top of your site, and to edit or delete an existing header. If you choose to use a banner, use the Image Creator to design your own banner, or use any third-party software.

1. Click **Header Image**.
2. Click **Add Image** to add a new image, or **Edit Image** to edit an existing header.
3. Click **Browse** to locate and choose an image, or choose an image from one of the **Media Galleries**.
4. Click **Upload File**. The system opens the Image Editing window. Edit the image if necessary.
5. Click **Done** to save the new header and close the window.

Content Header Image

Use the Content Header Image option to place an image below the main header image.

1. Click **Content Header Image**.
2. Click **Add Image** to add a new image, or **Edit Image** to edit an existing header.
3. Click **Browse** to locate and choose an image or choose an image from one of the **Media Galleries**.
4. Click **Upload File**. The system opens the Image Editing window for editing the image. Edit the image if necessary.
5. Click **Done** to save the new content header and return to the **Advanced** tab.
6. Select sites/pages from the **Site Tier Index**.
7. Click **Apply**.

Image Map Image

Use the Image Map Image option to use an image as the base for your site's navigation. Connect an area of the Image Map Image to a page in your site; the title for the linked page appears when you rollover that area with the mouse.

1. Click **Content Header Image**.
2. Click **Add Image** to add a new image, or **Edit Image** to edit an existing header.
3. Click **Browse** to locate and choose an image or choose an image from one of the **Media Galleries**.
4. Click **Upload File**. The system opens the Image Editing window for editing the image. Edit the image if necessary.
5. Click **Done** to save the image and return to the **Advanced** tab.
6. Select sites/pages from the **Site Tier Index**.
7. Click **Apply**.

Date/Location Bar

Use the Date/Location Bar option to turn the Date Bar and Drill-Down Navigation on or off. This is the date and navigation that appears between the titlebar or header image. The Date/Location Bar option also allows you to change the date format.

1. Click **Date/Location Bar**.
2. Select options from the **Drill-Down Navigation** and **Date** drop-down menus to turn these features on or off.
3. Select a date format from the **Date Format** drop-down menu.
4. Click **Done** to save the settings and return to the **Advanced** tab.
5. Select sites/pages from the **Site Tier Index**.
6. Click **Apply**.

Navigation Editor and Other Navigation Design Options

Use the Navigation Editor to design the site's navigation. Connect an area of the Image Map Image to a page in your site. The title for the linked page appears when you rollover the selected area with the mouse.

1. Click **Navigation Editor**. The Navigation Editor Options window opens.
2. Choose options from tabs the **Navigation Editor**.
3. Click **Done** to save the design features and return to the **Advanced** tab.
4. Select sites/pages from the **Site Tier Index**.
5. Click **Apply**.

Link Information

Use the Link Information option to determine if links show constantly (highlighted and underlined), or only when the mouse passes over the link.

1. Click **Link Information**.
2. Select **Only Shows on Rollover** or is **Always On** from the **Link underline** drop-down menu.
3. Click **Done** to save the setting and return to the **Advanced** tab.
4. Select sites/pages from the **Site Tier Index**.
5. Click **Apply**.

Color Editor

Use the Color Editor option to change text and box colors in your site.

1. Look to the right of **Color Editor**. Choose your speed from the drop-down menu.
2. Click **Color Editor**.
3. Click options and then click the **Show Titlebar** and **Show Background Image** check boxes to see all changeable page elements (on the right of the **Color Editor** window).
4. Click choose a text element or background box. The **Color Picker** opens.
5. Click **Websafe**. Click to choose a color for the text or background box. The Color Picker closes. The page element you selected now shows the color change. Abandon this color change by clicking **Close** (upper right).
6. Click **Done** to save the color change. Repeat this process to make multiple color changes to page elements.

Color Palette Editor

Use the Color Palette Editor option to create and make custom colors available in the Color Picker.

1. Click **Color Palette Editor**.
2. Click a **Page Palette** or **Custom Colors** box.
3. Point at a color in the color palette to find and pick a color. Click the color to select it.
4. Click **Add to Custom Colors**.
5. Click **Done** to save the custom color in the **Color Picker**.

Corner Type

Use the Corner Type option to choose round or square corners for the boxes around the titlebar, sub-headers (when your page is in the Newsletter style) and the navigation sidebar.

1. Click **Corner Type**.
2. Click the **Round Corners** or **Square Corners** option.
3. Once you are finished making your selection, click **Done** to save your settings and close the window.

Background Image

Use the Background Image option to set an image as a background for your site, or to edit or delete an existing background image.

1. Click **Background Image**.
2. Click **Add Image** to add a new image, or **Edit Image** to edit an existing background image.
3. Click **Browse** to locate and choose an image or choose an image from one of the **Media Galleries**.
4. Click **Upload File**. The system opens the Image Editing window for editing the image. Edit the image if necessary.
5. Click **Done** to save the new background image and close the window.

Background Audio

Use the Background Audio option to add music or audio to your site. Background audio files play each time the browser is refreshed.

1. Click **Background Audio**.
2. Click **Add Media** to add a sound file.
3. Click **Browse** to locate and choose a sound file.
4. Click **Upload File**. The system uploads the file and the media player appears at the bottom of the page. (Background audio does not play while in Edit mode.)
5. Click **Done** to save the new background audio setting and return to the **Advanced** tab.
6. Select sites/pages from the **Site Tier Index**.
7. Click **Apply**.



Audio files are limited to a 100MB. The acceptable media types include: .mp3, .wav, .mid and .ac3 files.

Newsletter Box Options

Learn specifics about adding design to newsletter box elements

Use the Newsletter Box options to customize text boxes when using in Newsletter style.

1. Click **Newsletter Box** options. The Newsletter Box Options window opens.
2. Select any of the format check boxes (descriptions and functionality for each check box follow these instructions).
3. Click **Done** to save the settings and return to the **Advanced** tab.
4. Select sites/pages from the **Site Tier Index**.
5. Click **Apply**.

Copyright Visibility

Use the Copyright Visibility option to make the site's copyright visible (or hidden).

1. Click **Copyright Visibility**.
2. Click the **Hidden** or **Visible** option.
3. Click **Done** to save the copyright setting and return to the **Advanced** tab.
4. Select sites/pages from the **Site Tier Index**.
5. Click **Apply**.

Copyright Location

Use the Copyright Location option to change the position of the copyright on your site.

1. Click **Copyright Location**.
2. Click the **Left**, **Center**, or **Right** option.
3. Click **Done** to re-position the copyright and close the window.

Copyright Font Size

Use the Copyright Font Size option to set the copyright size. Copyright font type is established by Font Type design settings.

1. Click **Copyright Font Size**.
2. Select a font size from the **Set my Copyright font ...** drop-down menu.
3. Click **Done** to set the copyright font size and return to the **Advanced** tab.
4. Select sites/pages from the **Site Tier Index**.
5. Click **Apply**.

Last Update

The Last Update option allows you to show hide the last date on which the website was edited.

1. When you click **Last Update**, a new window opens allowing you to select **Show** or **Hide** from the drop-down menu. When the last update is shown, the date when the site was last edited appears at the bottom of the page.
2. Once you have made your selection, click **Done** to save your settings and close the window.

Footer Image

Use the Footer Image option to place an image in the page footer.

1. Click **Footer Image**.
2. Click **Add Image** to add a new image, or **Edit Image** to edit an existing footer.
3. Click **Browse** to locate and choose an image or choose an image from one of the **Media Galleries**.
4. Click **Upload File**. The system opens the Image Editing window for editing the image. Edit the image if necessary.
5. Click **Done** to save the new footer and return to the **Advanced** tab.
6. Select sites/pages from the **Site Tier Index**.
7. Click **Apply**.

Site Tier Index

The Last Update option allows you to show/hide the last date on which the website was edited.

1. When you click **Last Update**, a new window opens allowing you to select **Show** or **Hide** from the drop-down menu. When the last update is shown, the date when the site was last edited appears at the bottom of the page.
2. Once you have made your selection, click **Done** to save your settings and close the window.

Layout Options

Use the Footer Image option to place an image in the page footer.

1. Click **Footer Image**.
2. Click **Add Image** to add a new image, or **Edit Image** to edit an existing footer.
3. Click **Browse** to locate and choose an image, or choose an image from one of the **Media Galleries**.
4. Click **Upload File**. The system opens the Image Editing window for image editing. Edit the image if necessary.
5. Click **Done** to save the new footer, close the window, and return to the **Advanced** tab.
6. Select sites/pages from the **Site Tier Index**.
7. Click **Apply**.

Design Settings for Site Navigation

SchoolCenter allows you to enhance the various elements of sites and pages with a variety of design features. To make the navigation tools in your site and pages more visible and interesting, use the features that affect the look and position of navigation elements in the Advanced tab. Keep in mind, these features affect "design" only. To determine the links included in your site's navigation, use Edit Navigation by clicking the Edit toolbar.

Navigation Features on the Advanced Tab

Navigation Editor

Use the Navigation Editor to design the site's navigation. Connect an area of the Image Map Image to a page in your site so that the title for the linked page appears when you rollover that area with the mouse.

1. Click **Navigation Editor**. The Navigation Editor Options window opens.
2. Choose options on the tabs in the Navigation Editor.
3. Click **Done** to save the design features and return to the **Advanced** tab.
4. Select sites/pages from the **Site Tier Index**.
5. Click **Apply**.

Using options on the available tabs

Main tab

Use the **Main** tab options to stylize the title of a newsletter box.

1. Select the **Left**, **Center**, or **Right** option to position the title.
2. Select a font size from the **Size** drop-down menu.
3. Click the **Bold** and/or **Italic** check box to enhance the title.
4. Select a font type from the **Select Font** drop-down menu.

Text tab

Use the **Text** tab to create a border around the information and title in the newsletter group. Borders only appear around the information in the newsletter box unless you select this option.

1. Select the **Box Border** check box.
2. Select a border size from the drop-down menu.
3. Click the **Border** color box and then select a color using the **Color Picker**.
4. Click **OK** to close the Color Picker.

Box tab

Use the **Box** tab to set a background color for the newsletter group.

1. Select the **Background Color** check box.
2. Click the **Background Color** box and then select a color using the **Color Picker**.

Nav Colors tab

Use the **Nav Colors** tab to choose a specific image to enhance the title.

1. Click **Add Image** to add an image to the title or **Edit Image** to edit an existing title.
2. Click **Browse** to locate and choose an image or choose an image from one of **SchoolCenter Media Galleries**.
3. Click **Upload File**. The system opens the Image Editing window for editing the image. Edit the image if necessary.
4. Click **Done** to save the image and return to the **Newsletter Box Options** box.

Menu Colors tab

Use the **Menu Colors** tab to add a background image to the box.

Follow the instructions for adding an image shown above.

Sidebar Navigation Width

Use the Navigation (Sidebar) Width option to change the width of the navigation sidebar when you choose to place your navigation links on the side of your page.

1. Click **Navigation (Sidebar) Width**. Sidebar width defaults to 150 pixels. This prevents the text for most page titles / navigation from wrapping to a second line.
2. Highlight the number in the **Set my sidebar ...** field, and type a new width.
3. Click **Done** to save the new sidebar width and return to the **Advanced** tab.
4. Select sites/pages from the **Site Tier Index**.
5. Click **Apply**.

Navigation Link Background

Use the Navigation Link Background option to add, and edit, images to make your navigation more interesting and noticeable. Set the Navigation Link Background as the static image / color behind navigation links. Using two distinct backgrounds for regular view, and for when the mouse moves over the link, makes the link pop and helps visitors see active links.

1. Click **Navigation Link Background**.
2. Select **Add Image** under the **Link Background Image** option to add, or edit, the static background image behind navigation links.
3. When you choose the Add Image option, the system opens the Upload New Media window to upload images, or select them from one of SchoolCenter Media Galleries. With this, the system always opens the Edit Image window, which allows you to enhance and size the image for your use.
4. Click **Done** to save the new navigation background image and return to the **Advanced** tab.
5. Select sites/pages from the **Site Tier Index**.
6. Click **Apply**.

Navigation Link Background

Use the Navigation Link Background (Hover Image) option to add, and edit, images to make your navigation more interesting and noticeable. Set the Navigation Link Background (Hover Image) as the image / color that pops when the mouse moves over the link. Using two distinct backgrounds for the static background, and for when the mouse moves over the link, makes the link pop and helps visitors see active links.

1. Click **Navigation Link Background (Hover Image)**.
2. Select **Add Image** under the **Link Background - Hover** option to add, or edit, a background image that pops when the mouse hovers over this link.
3. When you choose the Add Image option, the system opens the Upload New Media window for you to upload images, or select them from one of SchoolCenter Media Galleries. With this, the system always opens the Edit Image window, which allows you to enhance and size the image for your use.
4. Click **Done** to save the navigation background and return to the **Advanced** tab.
5. Select sites/pages from the **Site Tier Index**.
6. Click Apply.

Navigation Icon Image

Use the Navigation Image Icon option to add an image for your navigation icons.

1. Click the **Navigation Image Icon**.
2. Select **Add Image** under the **Link Icon Image** option to add or edit a navigation icon.
3. When you choose the Add Image option, the system opens the Upload New Media window. Upload images or select them from one of SchoolCenter Media Galleries. With this, the system opens the Edit Image window, which allows you to enhance and size the image for your use.
4. Click **Done** to save the new navigation icon and return to the **Advanced** tab.
5. Select sites / pages from the Site Tier Index.
6. Click Apply.

Navigation Spacer Image

Use the Navigation Spacer Image option to add, and edit, images in spacers inserted between navigation links. Adding a distinct image to spacers makes links more visible and provides a simple method to group and organize links.

1. Click **Navigation Spacer Image**.
2. Select **Add Image** under the **Spacer Image** option to edit this image.
3. Click Add Image under the Spacer Image option. When you choose the Add Image option, the system opens the Upload New Media window to upload images, or select them from one of SchoolCenter Media Galleries. With this, the system always opens the Edit Image window, which allows you to enhance and size the image for your use.
4. Click **Done** to save the new sidebar type and return to the **Advanced** tab.
5. Select sites / pages from the **Site Tier Index**.
6. Click Apply.

Navigation Header

(Instructions apply to Navigation Header, as well as, Top, Right, and Bottom placement options)

Use the Navigation Header options to add or delete a header to the navigation menu.

1. Click **Navigation Header** (for navigation on the left side of the page). These steps also apply to the **Navigation Top, Right, or Bottom Header**
2. Click a **Header** option to add it to the **navigation menu**. Header options include **Search, Weather, Add Image, or Document Summary**. If you select the **Add Image** option, the system opens the Upload New Media window to upload images or select them from one of **SchoolCenter Media Galleries**. With this, the system always opens the Edit Image window, which allows you to enhance and size the image for your use.
3. Click **Done** to save the navigation header and return to the **Advanced** tab.
4. Select sites / pages from the **Site Tier Index**.
5. Click Apply.

Navigation Footer

(Instructions apply to Navigation Footer, as well as, Top, Right, and Bottom placement options)

Use the Navigation Footer options to add or delete a header to the navigation menu.

1. Click **Navigation Footer** for navigation on the left side of the page. These steps also apply to the **Navigation Top, Right, or Bottom Header** options in the Advanced tab. The Component Summary window opens.
2. Click a **Footer** option to add it to the navigation menu. Footer options include **Search, Weather, Add Image, or Document Summary**. If you select the Add Image option, the system opens the Upload New Media window to upload images or select them from one of **SchoolCenter Media Galleries**. With this, the system always opens the Edit Image window, which allows you to enhance and size the image for your use.
3. Click **Done** to save the navigation footer and return to the **Advanced** tab.
4. Select sites / pages from the **Site Tier Index**.
5. Click **Apply**.

The Themes Tab

SchoolCenter's Design features include a large selection of professionally designed layouts available to enhance your entire site, or to create pages and sites with seasonal, organizational, or event-related **themes**. If you have limited time, resources, and graphic talent, applying a theme to your site allows you to create a professional looking presence quickly and easily. Use theme pages to create a consistent look for your entire site, then use other SchoolCenter's design features to enhance and customize your site. Theme pages also work well to create engaging pages for unique events such as back-to-school, graduation, and holidays.

Follow this path to start work:

1. Page you are adding the theme
2. Menu bar
3. Design
4. Themes tab

To Add a Theme to a Site/Page

1. Click the **Themes** tab. The Themes design feature opens.
2. Select a theme category from the **Select a Category ...** drop-down menu. Thumbnail pictures of theme pages allow you to quickly preview pages in that category.
3. Click a **thumbnail** to see the theme layout and any options/schemes available with that theme. Options generally include a static layout with centering options or a dynamic layout.
4. Click an option. The system shows how the theme page looks in your browser.
5. Scroll down and click **Apply to This Page** or **Apply to Multiple Pages**. The **Advanced** tab re-opens.
6. Clicking **Apply to Multiple Pages** applies the theme to all pages in a section (unless otherwise specified). If you opt to apply the theme to multiple pages, you can select specific pages or additional pages in the **Site Tier Index**.
7. Click **Preview in the Advanced** tab to see the theme applied to your site/page.
8. Click **Reset** to return to the Advanced tab without applying the theme. You cannot reset the original design after you click Apply. However, a theme can be removed immediately, or in the future, by selecting **Undo a Layout/Theme** in the **Select edit option ...** drop-down menu.
9. Click **Apply** to set the theme on your site/pages.



Themes include pre-selected design settings. Changing any of the layout options may affect the way the theme looks on the page.

Removing a Theme from Sites/Pages

1. Click the **Themes** tab. The Themes design feature opens.
2. Select **Undo a Layout/Theme** in the **Select edit option ...** drop-down menu.
3. Click **Apply** to re-apply the original design to the page or section.

Adding a Theme to Sites and Pages

SchoolCenter's Design features include a large selection of professionally designed layouts available to enhance your entire site, or to create pages and sites with seasonal, organizational, or event-related **themes**. If you have limited time, resources, and graphic talent, applying a theme to your site allows you to create a professional looking presence quickly and easily. Use theme pages to create a consistent look for your entire site, then use other SchoolCenter's design features to enhance and customize your site. Theme pages also work well to create engaging pages for unique events such as back-to-school, graduation, and holidays.

Follow this path to start work:

1. start on the page to add the theme
2. Menu bar
3. Design
4. Themes tab

To Add a Theme to a Site/Page

1. Click the **Themes** tab. The Themes design feature opens.
2. Select a theme category from the **Select a Category ...** drop-down menu. Thumbnail pictures of theme pages allow you to quickly preview pages in that category.
3. Click a **thumbnail** to see the theme layout and any options/schemes available with that theme. Options generally include a static layout with centering options or a dynamic layout.
4. Click an option. The system shows how the theme page looks in your browser.
5. Scroll down and click **Apply to This Page** or **Apply to Multiple Pages**. The **Advanced** tab re-opens.
6. Clicking **Apply to Multiple Pages** applies the theme to all pages in a section (unless otherwise specified). If you opt to apply the theme to multiple pages, you can select specific pages or additional pages in the **Site Tier Index**.
7. Click **Preview in the Advanced** tab to see the theme applied to your site/page.
8. Click **Reset** to return to the Advanced tab without applying the theme. You cannot reset the original design after you click Apply. However, a theme can be removed immediately, or in the future, by selecting **Undo a Layout/Theme** in the **Select edit option ...** drop-down menu.
9. Click **Apply** to set the theme on your site/pages.



Themes include pre-selected design settings. Changing any of the layout options may affect the way the theme looks on the page.

Removing a Theme from a Site or Page

SchoolCenter's Design features include a large selection of professionally designed layouts available to enhance your entire site, or to create pages and sites with seasonal, organizational, or event-related themes. Applying a theme is easy; and a theme is as easily removed. Keep in mind however, you cannot reset the original design by removing a theme once it is applied and if a theme is applied site-wide, all pages in the site will be affected if the theme is removed. A theme can be removed immediately, or at any time in the future.

To Remove a Theme from Sites or Pages

Follow this path to start work:

1. start on the page to add the theme
2. Menu bar
3. Design
4. Themes tab

To Remove a Theme from Sites or Pages

1. Click the **Themes** tab. The Themes design feature opens.
2. Select **Undo a Layout/Theme** in the **Select edit option ...** drop-down menu.